

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Administration for Children and Families (ACF)

#### [Program Announcement No. ACF/ACYF/RHYP 2003-01]

Announcement of Availability of Financial Assistance and Request for Applications for Runaway and Homeless Youth program grants.

**AGENCY:** Family and Youth Services Bureau, Administration on Children, Youth and Families, Administration for Children and Families (ACF), Department of Health and Human Services (HHS)

**ACTION:** Announcement of availability of financial assistance and request for applications for the FY 2003 Basic Center Program for Runaway and Homeless Youth (BCP), FY 2003 Street Outreach Program (SOP), FY 2003 Positive Youth Development State and Local Collaboration Demonstration Projects (SLCDP) and **FY 2004** Transitional Living Program (TLP).

**DEADLINE:** The deadline date for mailed or hand delivered applications for all four grants under this announcement is June 9, 2003.

The Catalog of Federal Domestic Assistance: Number 93.623, Basic Center Program and State and Local Collaboration Demonstration Project; Number 93.550, Transitional Living Program; and Number 93.557, Street Outreach Program.

**Application Mailing and Delivery Instructions:** Applications must be in hard copy, *one signed original and two copies* must be submitted. Mailed applications will be considered as meeting the announced deadline if they are *postmarked* on or before the published deadline date. Applications *handcarried* by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers or any other method of hand delivery shall be considered as meeting an announced deadline date if they are received on or before the published deadline date, between the hours of 8:00 a.m. and 4:30 p.m., EDT, Monday through Friday (excluding Federal Holidays), at the following address:

Educational Services, Inc.  
Attention: ACYF Operations Center  
1150 Connecticut Avenue, N.W., Suite 1100  
Washington, DC 20036  
Telephone: 1-800-351-2293  
Email: [FYSB@esilsg.org](mailto:FYSB@esilsg.org)

This address must appear on the envelope/package containing the application.

Applicants are responsible for mailing and delivering applications well in advance of deadlines to ensure that the applications are received on time. Applicants are cautioned that express/overnight mail service do not always deliver as agreed.

***The Administration for Children and Families will not accept applications delivered by fax or e-mail regardless of date or time of submission and receipt.***

**Project and Budget Periods.** This announcement is inviting applications for project periods up to three to five years. Awards, on a competitive basis, will be for a one-year budget period, although project periods may be for three to five years. Applications for continuation grants funded under these awards beyond the one-year budget period but within the three to five-year project period will be entertained in subsequent years on a noncompetitive basis, subject to availability of funds, satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Government.

**Late Applications.** Applications which do not meet the criteria stated above and are not received or postmarked by the deadline date are considered late applications. The Administration for Children and Families will notify each late applicant that its application will not be considered in the current competition.

**Extension of Deadline.** The Administration for Children and Families may extend an application deadline when circumstances such as acts of God (floods, hurricanes, etc.) occur; or when there is widespread disruptions of the mail service, or in other rare cases. A determination to waive or extend deadline requirements rests with the Chief Grants Management Officer.

**FOR FURTHER GENERAL INFORMATION:** This program announcement contains all the necessary information and application materials to apply for funds. Additional information and copies of this announcement can be obtained by contacting the Administration on Children, Youth and Families Operations Center, (Family and Youth Services Bureau Program Announcement), Educational Services, Inc., Attention: ACYF Operations Center, 1150 Connecticut Avenue, N.W., Suite 1100, Washington, DC 20036, Telephone: 1-800-351-2293, email: [FYSB@esilsg.org](mailto:FYSB@esilsg.org). You may also locate a copy of this program announcement on the FYSB website at <http://www.acf.hhs.gov/programs/fysb>. Information about all the programs funded by FYSB may be found on the FYSB website under Programs and on the National Clearinghouse on Families and Youth website at <http://www.ncfy.com>.

**Program Information Contact:**

Dorothy Pittard, Youth Services Program Specialist  
Administration for Children and Families  
Family and Youth Services Bureau  
330 C Street, S.W.  
Washington, DC 20447  
(202) 205-8102

**SUPPLEMENTARY INFORMATION:** Grant awards for FY 2003 funds will be made by September 30, 2003 for the Basic Center Program, Street Outreach Program and Positive Youth Development State and Local Collaboration Demonstration Projects. Transitional Living Program grant awards for FY 2004 will be made after September 30, 2003.

The estimated funds available for new start grants and the approximate number of new grants that may be awarded under this program announcement are as follows:

Competitive Grant Area		New Start Grants Funds Available		Estimated Number of New Grants
A. BCP	up to	\$12,300,000	up to	100
B. TLP	up to	\$ 7,900,000	up to	42
C. SOP	up to	\$ 4,600,000	up to	46
D. SLCDP	up to	\$ 1,500,000	up to	13

In addition to the new start grants, the Administration for Children and Families has provided for noncompetitive continuation funds to current grantees in the following programs:

Grant Area		Noncompetitive Continuation Funds		Number of Grants
A. BCP	up to	\$31,400,000	up to	265
B. TLP	up to	\$27,800,000	up to	149
C. SOP	up to	\$ 8,900,000	up to	91
D. SLCDP	--	\$ -0-	--	0

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## **PART I. GENERAL INFORMATION**

### **A. Background on Runaway and Homeless Youth and Positive Youth Development**

The Family and Youth Services Bureau (FYSB), within the Administration for Children and Families (ACF), administers programs that provide services to an adolescent population of runaway, homeless, and street youth. This population is estimated at 1.5 million youth. Many of these youth have left home to escape abusive situations or because they were not provided with their basic needs for food, shelter, and a safe, supportive environment. Many live on the streets or away from home without parental supervision and are highly vulnerable. They may be exploited by dealers of illegal drugs, or become victims of street violence or members of gangs which provide protection and a sense of extended family. They may be drawn into shoplifting, survival sex or dealing drugs in order to earn money for food, shelter, clothing and other daily expenses. They often drop out of school, forfeiting their opportunities to learn and to become independent, self-sufficient, contributing members of society.

On the street, these youth may try to survive with little or no contact with medical professionals, the result being that health problems may go untreated and worsen. Without the support of family, schools and other community institutions, they may not acquire the personal values and work skills that will enable them to enter or advance in the world of work. Furthermore, while on the streets, unsheltered youth may create challenges for law enforcement and put themselves in danger. This situation calls for a community-based *positive youth development* approach to address the needs of runaway, homeless and street youth.

The Family and Youth Services Bureau has worked to promote a *positive youth development* framework for all FYSB activities. This approach, which is asset-based rather than problem-focused, is intended for policy and program developers, program managers, youth services professionals, and others who care about young people. It intends to enhance capacity to develop service models and approaches that direct youth toward positive pathways of development. The positive youth development approach is predicated on the understanding that all young people need support, guidance, and opportunities during adolescence, a time of rapid growth and change. With this support, they can develop self-assurance and create a healthy, successful life.

Key elements of positive youth development are:

- Healthy messages to adolescents about their bodies, their behaviors and their interactions;
- Safe and structured places for teens to study, recreate, and socialize;
- Strengthened relationships with adult role models, such as parents, mentors, coaches or community leaders;
- Skill development in literacy, competence, work readiness and social skills; and
- Opportunities to serve others and build self-esteem.

If these factors are being addressed, young people can become not just "problem free" but "fully-prepared" and engaged constructively in their communities and society.

Positive developmental opportunities should be available to all young people during adolescence (intellectually, psychologically, socially, morally and ethically). Youth benefit from experiential learning, and they need to belong to a group while maintaining their individuality. At the same time, they want and need support and interest from caring adults. They also need opportunities to express opinions, challenge adult assumptions, develop the ability to make appropriate choices, and learn to use new skills, including leadership.

These key elements result in the following outcomes:

- Increased opportunities and avenues for the positive use of time;
- Increased opportunities for positive self-expression; and
- Increased opportunities for youth participation and civic engagement.

It is FYSB's hope and expectation that awareness of this positive youth development approach and its importance for serving youth will increase. The FYSB publications, *Understanding Youth Development: Promoting Positive Pathways of Growth*, *The National Youth Summit: Summit Themes and A Strategy for Action* and *Reconnecting Youth and Community: A Youth Development Approach*, are widely distributed as source documents for positive youth development concepts and applications. Both are currently available from the National Clearinghouse on Families and Youth (NCFY) at <http://www.ncfy.com> (301-608-8098). Additionally, a recent Statement of Principles for Positive Youth Development, endorsed by a broad range of agencies, institutions and organizations, may be found in the brochure: *Toward A Blueprint For Youth: Making Positive Youth Development A National Priority*. Multiple copies of this resource are available from NCFY or it can be found online at <http://www.acf.hhs.gov/programs/fysb>.

## **B. Legislative Authority**

Grants for Runaway and Homeless Youth programs are authorized by the Runaway and Homeless Youth Act (Title III of the Juvenile Justice and Delinquency Prevention Act of 1974), as amended by the Missing, Exploited, and Runaway Children Protection Act of 1999, (Public Law 106-71). Text of this statute may be found at <http://www.acf.hhs.gov/programs/fysb>

## **C. Definitions** (These definitions may be found at Section 387 of the RHY Act, as amended.)

**HOMELESS YOUTH** — The term 'homeless youth' means an individual who is not more than 21 years of age; and for the purposes of the Transitional Living Program not less than 16 years of age; for whom it is not possible to live in a safe environment with a relative; and who has no other safe alternative living arrangement.

**STREET YOUTH** — The term ‘street youth’ means an individual who is a runaway youth; or indefinitely or intermittently a homeless youth; and spends a significant amount of time on the street or in other areas that increase the risk to such youth for sexual abuse, sexual exploitation, prostitution, or drug abuse.

**YOUTH AT RISK OF SEPARATION FROM THE FAMILY** — The term ‘youth at risk of separation from the family’ means an individual who is less than 18 years of age; and who has a history of running away from the family of such individual [or of threatening to do so]; whose parent, guardian, or custodian is not willing to provide for the basic needs of such individual; or who is at risk of entering the child welfare system or juvenile justice system as a result of the lack of services available to the family to meet such needs.

**DRUG ABUSE EDUCATION AND PREVENTION SERVICES** — The term ‘drug abuse education and prevention services’ means services to runaway and homeless youth to prevent or reduce the illicit use of drugs by such youth; and may include individual, family, group, and peer counseling; drop-in services; assistance to runaway and homeless youth in rural areas (including the development of community support groups); information and training relating to the illicit use of drugs by runaway and homeless youth, to individuals involved in providing services to such youth; and activities to improve the availability of local drug abuse prevention services to runaway and homeless youth.

**HOME-BASED SERVICES** — The term ‘home-based services’ means services provided to youth and their families for the purpose of preventing such youth from running away, or otherwise becoming separated, from their families; and assisting runaway youth to return to their families; and includes services that are provided in the residences of families (to the extent practicable), including intensive individual and family counseling; and training relating to life skills and parenting.

**STREET-BASED SERVICES** — The term ‘street-based services’ means services provided to runaway and homeless youth, and street youth, in areas where they congregate, designed to assist such youth in making healthy personal choices regarding where they live and how they behave; and may include identification of and outreach to runaway and homeless youth, and street youth; crisis intervention and counseling; information and referral for housing; information and referral for transitional living and health care services; advocacy, education, and prevention services related to alcohol and drug abuse; sexual exploitation; sexually transmitted diseases, including human immunodeficiency virus (HIV); and physical and sexual assault.

**TRANSITIONAL LIVING YOUTH PROJECT** — The term ‘transitional living youth project’ means a project that provides shelter and services designed to promote a transition to self-sufficient living and to prevent long-term dependency on social services.

**PUBLIC AGENCY** — The term "public agency" means any State, unit of local government, Indian Tribe and Tribal organization, combination of such States or units, or any agency, department, or instrumentality of any of the foregoing. This definition applies to all runaway and homeless youth programs funded under this announcement.

**SHELTER** — The term "shelter" includes host homes, group homes and supervised apartments. As currently understood in the field: "Host homes" are facilities providing shelter, usually in the home of a family, under contract to accept runaway and/or homeless youth assigned by the RHY service provider and are licensed according to State or local laws. "Group homes" are single-site residential facilities designed to house RHY clients who may be new to the program or may require a higher level of supervision. These dwellings operate in accordance with State or local housing codes and licensure. "Supervised apartment" is a single unit dwelling or multiple unit apartment house operated under the auspices of the TLP service provider for the purpose of housing program participants.

**STREET BASED OUTREACH AND EDUCATION** — The term "street-based outreach and education" includes education and prevention efforts directed at youth that are victims of offenses committed by offenders who are and are not known to the victim.

**TEMPORARY SHELTER** — The term "temporary shelter" means the provision of short-term (maximum of 15 days) room and board and core crisis intervention services on a 24-hour basis.

**STATE** — The term "State" means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa and the Commonwealth of the Northern Marianas.

**TRAINING** — The term "training" means the provision of local, State, or regionally based instruction to runaway and homeless youth service providers in skill areas that will directly strengthen service delivery.

**TECHNICAL ASSISTANCE** — The term "technical assistance" means the provision of expertise, consultation and/or support for the purpose of strengthening the capabilities of grantee organizations to deliver services.

## **PART II. APPLICATION CONTENT**

### **A. BASIC CENTER PROGRAM (Competitive Grant Area A, CFDA# 93.623):**

**Program Purpose, Goals and Objectives:** The purpose of Part A of the RHY Act is to establish or strengthen locally-controlled, community-based and faith-based programs that address the immediate needs of runaway and homeless youth and their families. Services must be delivered outside of the law enforcement, child welfare, mental health and juvenile justice systems. The program goals and objectives of the Basic Center Program of Part A of the RHY Act are to:

- Alleviate problems of runaway and homeless youth;
- Reunite youth with their families and encourage the resolution of intra-family problems through counseling and other services;



- Strengthen family relationships and encourage stable living conditions for youth; and
- Help youth decide upon constructive courses of action.

**Background:** The Runaway and Homeless Youth Act of 1974 was a response to widespread concern regarding the alarming number of youth who were leaving home without parental permission, crossing State lines and who, while away from home, were exposed to exploitation and other dangers of street life.

Each Basic Center program is required to provide outreach to runaway and homeless youth; temporary shelter for up to *fifteen (15) days*; food; clothing; individual, group and family counseling; aftercare and referrals, as appropriate. ***Basic Center programs are required to provide their services in residential settings for at least four (4) youth and no more than twenty (20) youth.*** Some programs also provide some or all of their shelter services through *host homes* (usually private homes under contract to the centers), with counseling and referrals being provided from a central location. Basic Center programs shelter youth at risk of separation from the family who are ***less than 18 years of age***, and who have a history of running away from the family. Basic Centers must provide age appropriate services or referrals for homeless youth ***ages 18-21***.

The primary presenting problems of youth who receive shelter and non-shelter services through FYSB-funded Basic Centers include: 1) family conflicts; 2) physical, sexual and emotional abuse; 3) divorce, death, or sudden loss of income; and 4) personal problems such as drug use, problems with peers, school attendance and truancy, bad grades, inability to get along with teachers and learning disabilities.

### **Eligible Applicants:**

- Public agencies--any State, unit of local government, Indian Tribes and Tribal organizations, and/or combinations of such units;
- Private nonprofit agencies, including community-based and faith-based organizations.

Current Basic Center grantees with project periods ending on or before September 29, 2003, and all other eligible applicants not currently receiving Basic Center funds may apply for a new competitive Basic Center grant under this announcement.

Current Basic Center Program grantees (including subgrantees) with one or two years remaining on their current grant and the expectation of continuation funding in FY 2003 ***may not apply*** for a new Basic Center grant for the community they currently serve. These grantees will receive instructions from their respective ACF Runaway and Homeless Youth (RHY) Regional Office contacts on the procedures for applying for noncompetitive continuation grants. Current grantees that have questions regarding their eligibility to apply for new funds, should consult with the appropriate Regional Office Youth Contact, listed in Part V, Appendix B, to determine if they are eligible to apply for a new grant award.

**Funding:** Depending on the availability of funds, the Family and Youth Services Bureau expects to award up to \$12,300,000 for approximately 100 new competitive Basic Center Program grants. In accordance with the RHY Act, the funds will be divided among the States in proportion to their respective populations under the age of 18, according to the latest census data. A minimum of \$100,000 will be awarded to each State, the District of Columbia and Puerto Rico. A minimum of \$45,000 will be awarded to each of the four insular areas: Guam, American Samoa, the Commonwealth of the Northern Marianas and the Virgin Islands.

**The funds available for continuations and new start grants in each State and insular area are listed in the Table of Allocations by State (Part V, Appendix D).** In this Table, the amounts shown in the column labeled "New Starts" are the amounts available for competition under this announcement. The number of new awards made within each State depends upon the amount of the State's total allotment less the amount required for non-competing continuations, as well as on the number of acceptable applications. Therefore, where the amount required for noncompeting continuations in any State equals or exceeds the State's total allotment, it is possible that no new awards will be made. However, agencies in the States where zero (\$ -0-) funding is reflected on the BCP Table of Allocation are highly encouraged to apply for grant funding in the event that additional funding becomes available.

All applicants under this competitive grant area will compete with other eligible applicants in the State in which they propose to deliver services. In the event that there are insufficient numbers of applications approved for funding in any State or jurisdiction, the Commissioner of ACYF will reallocate the unused funds to other Basic Center Program applicants.

**Federal Share of Project Costs:** Applicants may apply for up to \$200,000 per year which equals a maximum of \$600,000 for a 3-year project period.

**Applicant Share of Project Costs:** The applicant must provide a non-Federal share or match of **at least ten percent (10%)** of the Federal funds awarded. (There may be certain exceptions for Tribes with "638" funding pursuant to Public Law 93-638, under which certain Federal grants may qualify as matching funds for other Federal grant programs, e.g., those which contribute to the purposes for which grants under section 638 were made.) The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a three-year project costing \$600,000 in Federal funds (based on an award of \$200,000 per 12-month budget period) must provide a match of at least \$60,000 (\$20,000 per budget period). *Grantees will be held accountable for commitments of required non-Federal funds. Failure to provide the required match will result in a disallowance of Federal funds.*

**Duration of Project:** This announcement solicits applications for Basic Center programs of up to three years duration (36-month project periods). Initial grant awards, made on a competitive basis, will be for one-year (12-month) budget periods. Applications for noncompetitive continuation grants beyond the one-year budget periods, but within the 36-month project periods, will be entertained in subsequent years, subject to the availability of funds, satisfactory progress

of the grantee and determination that continued funding would be in the best interest of the government.

## REQUIREMENTS

- *RHYMIS (Runaway and Homeless Youth Management information System)* - Applicant must agree to keep adequate statistical records profiling the youth and families served under the Federal grant and to gather and submit program and client data required by FYSB. This information is required by the RHY program legislation and defined in user-friendly Runaway and Homeless Youth Management Information System (RHYMIS or RHYMIS-LITE). Recipients of a FYSB grant are required and expected to submit the data via RHYMIS or in an approved format which RHYMIS can receive. Grantees have the option of using RHYMIS for internal management improvement or for research and other program needs. ***A RHYMIS hotline/help desk is available at 888-749-6474, option #1, and/or at [rhymis\\_help@csc.com](mailto:rhymis_help@csc.com).***
- *Research or Evaluation* - Applicant must agree to cooperate with any research or evaluation efforts sponsored by the Administration for Children and Families.
- *Annual Report* - Applicant must agree to submit data required for the Family and Youth Services Bureau Annual Report to the Secretary of HHS on program activities and accomplishments with statistical summaries describing the number and characteristics of runaway and homeless youth, and youth at risk of family separation, who participate in the project and the services provided to such youth by the project.
- *Other Reports* - Applicant must also agree to submit other required program and financial reports, as instructed by FYSB.

## INSTRUCTIONS

The following are instructions and guidelines on how to prepare the "project summary/abstract" and "full project description" sections of the application. Under the evaluation criteria section, the ACF OMB approved Uniformed Project Description (UPD) generic requirement is followed by the evaluation criteria specific to the Runaway and Homeless Youth program.

- 1. FORMS AND CERTIFICATIONS:** Fill out Standard Forms 424 and 424A and the associated certifications and assurances in Appendix E based on the instructions on the forms.
- 2. PROJECT SUMMARY/ABSTRACT:** Provide a one page (or less) summary of the project description with reference to the funding request.
- 3. FULL PROJECT DESCRIPTION:** Describe the project clearly in 40 pages or less (not counting budget/narrative budget justification, supplemental documentation, letters of support or agreements) using the following outline and guidelines:

**Applicants are required to submit a full project description and must prepare the project description Statement in accordance with the following instructions:**

- **The pages of the project description must be numbered and are limited to 40 typed pages starting on page 1 of "Objectives and Need for Assistance". The description must be double-spaced, printed on only one side, with at least 1/2 inch margins. Pages over the limit will be removed from the competition and will not be reviewed.**
- **It is in the applicant's best interest to ensure that the project description is easy to read, logically developed in accordance with the evaluation criteria and adheres to page limitations. In addition, applicants should be mindful of the importance of preparing and submitting applications using language, terms, concepts and descriptions that are generally known both to the runaway and homeless youth and broader youth services field.**
- **The maximum number of pages for supplemental documentation is 10 pages. The supplemental documentation, subject to the 10-page limit, must be numbered and may include brief resumes, position descriptions, proof of non-profit status (if applicable), maps, organization charts, etc. Supplemental documentation over the 10-page limit will not be reviewed.**
- **Applicants may include a maximum of 10 letters of support or agreement, if appropriate or applicable, in reference to the project description. Letters of support or agreement are not counted as part of the 40-page project description limit or the 10-page supplemental documentation limit.**
- **Applicable agreements are those between grantees and sub-grantees or sub-contractors or other cooperating entities which support or complement the provision of mandated services to runaway and homeless youth. Applicant may include summaries of proposed sub-grantee or sub-contractor agreements. Such summaries are not counted as part of the 40-page project description limit or the 10 page supplemental documentation.**

#### **4. EVALUATION CRITERIA**

- **The evaluation criteria in the following pages specific to the RHY program will be used to *evaluate* and *score* each application. As Stated above in "Instructions," the RHY evaluation criteria is preceded by ACF Uniform Project Description (UPD) generic requirement. The generic UPD requirements provide guidance to ACF program offices in establishing program specific evaluation criteria and guidance to RHY grant reviewers.**
- **The generic UPD requirement is followed by the evaluation criteria specific to the Runaway and Homeless Youth Program. Each criterion should be addressed in the *"Full Project***

*Description*" section of the application according to the guidelines in the following pages. Applicants should provide specific information that addresses *all components* of the criteria.

- The maximum numerical weights or points assigned to each set of RHY criteria total *100*. Therefore, the highest possible score an application can receive under this competitive grant program area is *100*.

**UPD REQUIREMENT FOR OBJECTIVES AND NEED FOR ASSISTANCE:** Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly Stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

**EVALUATION CRITERIA FOR OBJECTIVES AND NEED FOR ASSISTANCE  
(15 points):**

1. Applicant must specify the goals and objectives of the project and how implementation will fulfill the purposes of the legislation identified above.
2. Applicant must state the need for assistance by describing the conditions of youth and families in the area to be served and the estimated number and characteristics of runaway and homeless youth and their families. The discussion must include matters of family functioning and the health, education, employment and social conditions of the youth, including at-risk conditions or behaviors such as drug use, school failure and delinquency.
3. Applicants proposing to focus services on a specific RHY population (e.g., single-sex programs, gay and lesbian youth, a particular ethnic group, etc.) must explain and justify why the population requires focused services. (Services or referrals must also be available for eligible youth not in the focus population.) Additional information on "focused" services is requested under "Approach" criteria.
4. Applicant must discuss the existing support systems for at-risk youth and families in the area, with specific references to law enforcement, health and mental health care, social services, schools and child welfare. In addition, other agencies providing shelter and services to runaway and homeless youth in the area must be identified. Supporting documentation of need from other community groups may be included. Additional information about other organizations is requested under "Organizational Profile" Criteria. *It must be clear that the applicant will complement or enhance, not duplicate, existing available services.*

5. Applicant must describe the area to be served, indicate the *precise locations of program services* and demonstrate that the services will be located in an area which is frequented by and/or easily accessible by runaway and homeless youth. Maps or other graphic aids may be included as part of the supplementary documentation 10-page limit.

**UPD REQUIREMENT FOR RESULTS OR BENEFITS EXPECTED:** Identify the results and benefits to be derived. For example, when applying for a grant to serve adolescents and their families, describe who will receive services, where and how these services will be provided, and how the services will benefit the youth, their families and the community.

**EVALUATION CRITERIA FOR RESULTS OR BENEFITS EXPECTED (20 points):**

1. Applicant must specify the annual number of qualifying runaway and homeless youth (RHY) and their families expected to be directly served (e.g., sheltered and counseled), the number of beds available for runaway and homeless youth (*at least 4 youth and no more than 20 at a facility*) and the types and quantities of services to be provided. (Runaway and homeless youth are distinct from other youth, e.g., youth currently in foster care or other systems.)
2. Applicant must describe the anticipated changes in attitudes, values and behavior of the youth served and improvements in individual and family functioning that will occur as a consequence of the services provided.
3. Applicant must describe the criteria to be used to evaluate the results and success of the program.

**UPD REQUIREMENT FOR APPROACH:** Outline a plan of action which describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors which might accelerate or decelerate the work and State your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the U.S. Office of Management and Budget (OMB). This clearance pertains to any collection of information that is conducted or sponsored by ACF.

List organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

## EVALUATION CRITERIA FOR APPROACH (35 points):

1. Applicant must describe their *program's positive youth development* philosophy and approach and indicate how it underlies and integrates all proposed activities, including provision of services to runaway and homeless youth and involvement of the youth's parents or legal guardians. Specific information must be provided on how youth will be involved in the design, operation and evaluation of the program.

2. Applicant *must* describe how runaway and homeless youth and their families will be reached and how services will be provided consistent with the Basic Center Program Performance Standards listed in Part V, Appendix A.

The Program Performance Standards in Appendix A define the *minimum standards* of which RHY Basic Center projects funded by ACF *must* conform. They address operational features such as outreach, individual intake and group counseling, family counseling, service linkages, recreational program, case disposition, aftercare, individual client files, staffing and staff development, youth participation, ongoing center planning, periodic reports to the Secretary of HHS and Board of Directors/Advisory Body.

*Applicant must describe plans and/or procedures for assuring all Basic Center Program Performance Standards are met, i.e., discussed in project description.*

3. Applicant must describe the *strategies* and *activities* for encouraging awareness of and sensitivity to the diverse needs of runaway and homeless youth who are persons of low English proficiency, or represent particular ethnic and racial backgrounds, sexual orientations, or who are street youth.

Additionally, applicant must *describe plans* for conducting an *outreach program* that, where applicable, will attract members of ethnic, cultural, and racial minorities and/or persons with limited ability to speak English.

4. Applicants proposing to serve a specific RHY population (e.g. single-sex programs, gay and lesbian youth, a particular ethnic group, etc.) must *describe plans* for providing *focused services* to meet the special needs of this population and how the applicant will make referrals or otherwise provide for the needs of RHY youth who are not in the specific population the applicant will serve.

5. Applicant must *describe the plans* for ensuring *coordination with schools* to which runaway and homeless youth will return and for assisting the youth to stay current with the curricula of these schools.

6. Applicant must *describe procedures* for dealing with youth who have run from foster care placements and from correctional institutions and must show that procedures are in accordance with Federal, State and local laws.

7. Applicant must *describe procedures for maintaining confidentiality of records* on the youth and families served. Procedures must insure that no information on the youth and families is disclosed without the consent of the individual youth, parent or legal guardian. Disclosures without consent can be made to another agency compiling statistical records if individual identities are not provided or to a government agency involved in the disposition of criminal charges against an individual youth.

8. To provide *optional home-based services*, an applicant must include assurances that in providing such services the applicant will:

- provide counseling and information to youth and the families (including unrelated individuals in the family households) of such youth, including services relating to basic life skills, interpersonal skill building, educational advancement, job attainment skills, mental and physical health care, parenting skills, financial planning, and referral to sources of other needed services;
- provide directly, or through an arrangement made by the center, 7 day, 24-hour service to respond to family crises (including immediate access to temporary shelter for runaway and homeless youth, and youth at risk of separation from the family);
- establish, in partnership with the families of runaway and homeless youth, and youth at risk of separation from the family, objectives and measures of success to be achieved as a result of receiving home-based services;
- provide initial and periodic training of staff who provide home-based services; and
- ensure that (a) caseloads will remain sufficiently low to allow for intensive (5 to 20 hours per week) involvement with each family receiving such services; and (b) staff providing such services will receive qualified supervision.

9. To provide *optional drug abuse education and prevention services*, an applicant must provide a description of:

- the types of such services that the applicant proposes to provide;
- the objectives of such services;
- the types of information and training to be provided to individuals providing such services to runaway and homeless youth; and
- an assurance that in providing such services the applicant must conduct *outreach activities* for runaway and homeless youth.

10. To provide *optional street-based services*, the applicant must include assurances that in providing such services the applicant will:

- provide qualified supervision of staff, including on-street supervision by appropriately trained staff;
- provide backup personnel for on-street staff;
- provide initial and periodic training of staff who provide such services; and
- conduct outreach activities for runaway and homeless youth, and street youth.



**UPD REQUIREMENT FOR STAFF AND POSITION DATA:** Provide a biographical sketch for each key person appointed and a job description for each vacant key position. A biographical sketch will also be required for new key staff as appointed.

**EVALUATION CRITERIA FOR STAFF AND POSITION DATA (10 points):**

1. Applicant must discuss staff experience in working with runaway, homeless, and street youth populations.
2. Applicant must include information on skills, knowledge and experience of the project director and key project staff. Biographical sketches or *brief resumes* of current and proposed staff, as well as job descriptions, should be included. Resumes must indicate what position the individual will fill and position descriptions must specifically describe the job as it relates to the proposed project. **Such documents count against the 10-page supplemental documentation limit. They do not count against the overall 40-page project description limit.**
3. Applicants must also list organizations and consultants who will work on the program along with a short description of the nature of their effort or contribution.
4. Applicant must provide information on plans for training project staff as well as staff of cooperating organizations and individuals.
5. Applicant must state the expected or estimated ratio of staff to youth and explain how it will be sufficient to ensure adequate supervision and treatment.

**UPD REQUIREMENT FOR ORGANIZATIONAL PROFILE:** Provide information on the applicant organization(s) and cooperating partners such as organizational charts, financial Statements, audit reports or Statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information.

Any nonprofit organization submitting an application must submit proof of its nonprofit status in its application at the time of submission. The nonprofit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in Section 501(c)(3) of the IRS code, or by providing a copy of the currently valid IRS tax exemption certificate, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

**EVALUATION CRITERIA FOR ORGANIZATIONAL PROFILE (10 points):**

1. Applicant must discuss organizational experience in working with runaway, homeless and street youth populations. As required by the RHY Act, priority for funding shall be given to

organizations with demonstrated experience providing long-term residential services to runaway, homeless and street youth. Applicant must document the services it provides to this specific population and the *length of time* the applicant has been involved in the provision of these services.

2. Applicant must provide a short description of the applicant agency's organization; the types, quantities and costs of services it provides and must identify and discuss the role of other organizations or multiple sites of the agency that will be involved in direct services to runaway and homeless youth through this grant. List all these sites, including addresses, phone numbers and staff contact names if different than those on the SF 424. If the agency is a recipient of funds from the Administration on Children and Families for services to runaway and homeless youth for programs other than that applied for in this application, show how the services supported by these funds are or will be integrated with the existing services. Organizational charts may be provided.

3. Applicant must provide *a plan for project continuance beyond grant support*, including a plan for securing resources and continuing project activities after Federal assistance has ceased and an annotated listing of applicant's funding sources. Applicant must describe how the activities implemented under this project will be continued by the agency once Federal funding for the project has ended and must describe specific plans for accomplishing program phase-out in the event the applicant cannot obtain new operating funds at the end of the 36-month project period.

4. Applicant must include summaries of proposed written agreements, if applicable, between grantees and sub-grantees or subcontractors or other cooperating entities which support or complement the provision of mandated services to runaway and homeless youth. Full negotiated agreements must detail scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.  
**(NOTE: Summaries of agreements do not count against the 40-page project description limit.)**

5. Applicant should provide letters of support and Statements from community, public and commercial leaders and organizations that support the project proposed for funding.  
**(NOTE: Letters of support are limited to 10. They do not count against the 40-page project description limit nor the 10-page supplemental documentation limit.)**

**UPD REQUIREMENT FOR BUDGET AND BUDGET JUSTIFICATION:** Provide line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The detailed budget must also include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs.

### General

The following guidelines are for preparing the budget and budget justification. Both Federal and non-Federal resources shall be detailed and justified in the budget and narrative justification. For purposes of preparing the budget and budget justification, "Federal resources" refers only to the ACF grant for which you are applying. Non-Federal resources are all other Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s), and last column, total budget. The budget justification should be a narrative.

### Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known. For each staff person, provide the title, time commitment to the project (in months), time commitment to the project (as a percentage or full-time equivalent), annual salary, grant salary, wage rates, etc. Do not include the costs of consultants or personnel costs of delegate agencies or of specific project(s) or businesses to be financed by the applicant.

### Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

### Travel

Description: Costs of project-related travel by employees of the applicant organization (does not include costs of consultant travel).

Justification: For each trip, show the total number of traveler(s), travel destination, duration of trip, per diem, mileage allowances, if privately owned vehicles will be used, and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

### Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of

(a) the capitalization level established by the organization for the financial Statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

**Justification:** For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy or section of its policy which includes the equipment definition.

### Supplies

**Description:** Costs of all tangible personal property other than that included under the Equipment category.

**Justification:** Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested.

### Contractual

**Description:** Costs of all contracts for services and goods except for those which belong under other categories such as equipment, supplies, construction, etc. Third-party evaluation contracts (if applicable) and contracts with secondary recipient organizations, including delegate agencies and specific project(s) or businesses to be financed by the applicant, should be included under this category.

**Justification:** All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceed the simplified acquisition threshold fixed at 41 USC 403(11) (currently set at \$100,000). Recipients might be required to make available to ACF pre-award review and procurement documents, such as request for proposals or invitations for bids, independent cost estimates, etc.

**Note:** Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

### Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, it should immediately upon notification that an award will be made, develop a tentative indirect cost rate proposal based on its most recently completed fiscal year in accordance with the principles set forth in the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. It should be noted that when an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the grant. Also, if the applicant is requesting a rate which is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

#### Program Income

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application which contain this information.

#### Non-Federal Resources

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application in order to be given credit in the review process. A detailed budget must be prepared for each funding source.

#### Total Direct Charges, Total Indirect Charges, Total Project Costs

Self-explanatory.

### **EVALUATION CRITERIA FOR BUDGET AND BUDGET JUSTIFICATION (10 Points)**

1. Applicant must provide a proposed line item budget related to the types and quantities of activities to be implemented as discussed in the full project description for the first year (12 months) of the proposed project. The line items must be consistent with the Budget Categories listed on standard form 424A, Section B, i.e., personnel, fringe benefits, travel, equipment, supplies, contractual, other, total direct charges, indirect charges, and total budget. Non-Federal share must also be reflected among the same categories where appropriate.

***Note: Applicant should refer to the above UPD Requirement guidance when preparing the budget and narrative budget justification. Place the budget/ narrative budget justification after form 424A. These documents do not count against any page limitation.***

2. Applicant must describe the fiscal control that will be used to ensure prudent use, proper disbursement and accurate accounting of funds received under this program announcement. For-profit applicants for Basic Center Program grants are reminded that no grant funds may be paid as profit to any recipient of a grant or sub-grant (45 CFR 74.81).

3. The Family and Youth Services Bureau will fund computer software for RHY program data collection through RHYMIS. An applicant lacking the computer equipment for RHYMIS data collection must include an estimated cost for such equipment in their proposed budget. If the applicant already has such equipment, this fact must be noted.

*(Note: Existing grantees generally report that their staff have been able to easily train themselves to operate RHYMIS due to its user-friendliness, prompts and help features, and FYSB's technical support service.)*

#### **B. TRANSITIONAL LIVING PROGRAM (Competitive Grant Area B, CFDA#93.550):**

**Program Purpose, Goals and Objectives:** The overall purpose of the Transitional Living Program (TLP) for homeless youth is to provide shelter, skills training, and support services to homeless youth ages 16 through 21 for a continuous period not exceeding 18 months.

***Transitional Living Programs are required to provide services in residential settings for at least four (4) youth and no more than twenty (20) youth.*** Transitional Living Program funds are to be used for the purpose of enhancing the capacities of youth-serving agencies in local communities to effectively address the service needs of homeless, older adolescents and young adults, ***including pregnant and parenting homeless youth.*** Goals, objectives and activities that may be maintained, improved and/or expanded through a TLP grant must include, but are not necessarily limited to:

- Providing stable, safe living accommodations while a homeless youth is a program participant;
- Providing the services necessary to assist homeless youth in developing both the skills and personal characteristics needed to enable them to live independently;
- Providing education, information and counseling aimed at preventing, treating and reducing substance abuse among homeless youth;
- Providing homeless youth with appropriate referrals and access to medical and mental health treatment;
- Providing the services and referrals necessary to assist youth in preparing for and obtaining employment;
- Providing the services and referrals necessary to assist youth in preparing for and obtaining secondary, and where feasible, post-secondary education and/or vocational training; and

- Providing the services and referrals necessary to assist *pregnant and parenting homeless youth* with the skills and knowledge necessary to become a more effective parent and lead productive and independent lives.

**Background:** It is estimated that about one-fourth of the youth served by all runaway and homeless youth programs are homeless. This means that the youth cannot return home or to another safe living arrangement with a relative. Other homeless youth have "aged out" of the child welfare system and are no longer eligible for foster care.

These young people are often homeless through no fault of their own. The families they can no longer live with are often physically and sexually abusive and involved in drug and alcohol abuse. They cannot meet the youth's basic human needs (shelter, food, clothing), let alone provide the supportive and safe environment needed for the healthy development of self-image and the skills and personal characteristics which would enable them to mature into a self-sufficient adult.

Homeless youth, lacking a stable family environment and without social and economic supports, are also at high risk of being involved in dangerous lifestyles and problematic or delinquent behaviors. More than two-thirds of homeless youth served by ACF-funded programs report using drugs or alcohol and many participate in survival sex and prostitution to meet their basic needs.

Homeless youth are in need of a support system that will assist them in making the transition to adulthood and independent living. While all adolescents are faced with adjustment issues as they approach adulthood, homeless youth experience more severe problems and are at greater risk in terms of their ability to successfully make the transition to self-sufficiency and to become a productive member of society.

Pregnant and parenting homeless youth are likely to face poverty, low levels of educational attainment, and long-term dependence on public assistance. Research indicates that children of teenage mothers are more likely to be born prematurely and to be of low birth weight than children born to women who are older. Compared to children born to older women, children of adolescent mothers, in general, do not do as well in school, have higher reported incidences of abuse and neglect, have higher rates of foster care placement, and are more apt to run away from home. As these children get older, the boys are 2.7 times more likely to be involved in criminal behavior, and the girls are 33 percent more likely to become teenage mothers themselves, increasing the likelihood that they will rely on public assistance.

The Transitional Living Program for Homeless Youth specifically targets services to homeless youth and affords youth service agencies with an opportunity to serve homeless youth in a manner which is comprehensive and geared towards ensuring a successful transition to self-sufficiency. The TLP also improves the availability of comprehensive, integrated services for homeless youth, which reduces the risks of exploitation and danger to which these youth are exposed while living on the streets without positive economic or social supports.

### **Eligible Applicants:**

- Public agencies--any State, unit of local government, Indian Tribes and Tribal organizations, and/or combinations of such units;
- Private nonprofit agencies, including community-based and faith-based organizations.

Current TLP grantees (including subgrantees) with project periods *ending on September 30, 2003 or project periods ending on or before September 29, 2004*, and all other eligible applicants not currently receiving TLP funds may apply for a new competitive TLP grant under this announcement for awards in FY 2004.

Current TLP grantees (including subgrantees) with one or two years remaining on their current awards and the expectation of continuation funding in Fiscal Year 2003 *may not apply* for a new TLP grant under this announcement. These grantees will receive instructions from their respective Administration on Children and Families (ACF) Regional Office Youth Contact on the procedures for applying for non-competitive continuation grants. Current grantees, which have questions regarding their eligibility to apply for new funds, should consult with the appropriate Regional Office Runaway and Homeless Youth Contact, listed in Part V, Appendix B, to determine if they are eligible to apply for a new grant award.

**Funding:** Depending on the availability of funds, the Family and Youth Services Bureau expects to award up to \$7,900,000 for up to 42 new competitive Transitional Living Program grants for fiscal year 2004. The funding is to provide shelter, skill training and support services to assist homeless youth, including pregnant and parenting youth, in making a smooth transition to self-sufficiency and to prevent long-term dependency on social services.

**Federal Share of Project Costs:** Applicants may apply for up to \$200,000 per year, which equals a maximum of \$1,000,000 for a 5-year project period.

**Applicant Share of Project Cost:** Transitional Living grantees must provide a non-Federal share or match of ***at least ten percent (10%)*** of the Federal funds awarded. (There may be certain exceptions for Tribes with "638" funding pursuant to Public Law 93-638, under which certain Federal grants funds may qualify as matching funds for other Federal grant programs, e.g., those which contribute to the same purposes for which grants under section 638 are made.) The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a five-year project costing \$1,000,000 in Federal funds (based on an award of \$200,000 per 12-month budget period) must include a match of at least \$100,000 (\$20,000 per budget period). *Grantees will be held accountable for commitments of required non-Federal funds. Failure to provide the required match will result in a disallowance of Federal funds.*

**Duration of Project:** This announcement solicits applications for Transitional Living projects of up to five years (60-month project periods). Initial grant awards, made on a competitive basis, will be for one-year (12-month) budget periods. Applications for non competing continuation grants beyond the one-year budget periods, but within the 60-month project periods, will be



entertained in subsequent years, subject to the availability of funds, satisfactory progress of the grantee and determination that continued funding would be in the best interest of the government.

## REQUIREMENTS

- *RHYMIS (Runaway and Homeless Youth Management information System)* - Applicant must agree to keep adequate statistical records profiling the youth and families served under the Federal grant and to gather and submit program and client data required by FYSB. This information is required by the RHY program legislation and defined in user-friendly Runaway and Homeless Youth Management Information System (RHYMIS or RHYMIS-LITE). Recipients of a FYSB grant are required and expected to submit the data via RHYMIS or in an approved format which RHYMIS can receive. Grantees have the option of using RHYMIS for internal management improvement or for research and other program needs. ***A RHYMIS hotline/help desk is available at 888-749-6474, option #1, and/or at [rhymis\\_help@csc.com](mailto:rhymis_help@csc.com).***
- *Research or Evaluation* - Applicant must agree to cooperate with any research or evaluation efforts sponsored by the Administration for Children and Families.
- *Annual Report* - Applicant must agree to submit data required for the Family and Youth Services Bureau Annual Report to the Secretary of HHS on program activities and accomplishments with statistical summaries describing the number and characteristics of runaway and homeless youth, and youth at risk of family separation, who participate in the project and the services provided to such youth by the project.
- *Other Reports* - Applicant must also agree to submit other required program and financial reports, as instructed by FYSB.

## INSTRUCTIONS

The following are instructions and guidelines on how to prepare the "project summary/abstract" and "full project description" sections of the application. Under the evaluation criteria section, the ACF OMB approved Uniformed Project Description (UPD) generic requirement is followed by the evaluation criteria specific to the Runaway and Homeless Youth program.

- 1. FORMS AND CERTIFICATIONS:** Fill out Standard Forms 424 and 424A and the associated certifications and assurances in Appendix E based on the instructions on the forms.
- 2. PROJECT SUMMARY/ABSTRACT:** Provide a one page (or less) summary of the project description with reference to the funding request.

**3. FULL PROJECT DESCRIPTION:** Describe the project clearly in 40 pages or less (not counting budget/narrative budget justification, supplemental documentation, letters of support or agreements) using the following outline and guidelines:

**Applicants are required to submit a full project description and must prepare the project description Statement in accordance with the following instructions:**

- The pages of the project description must be numbered and are limited to 40 typed pages starting on page 1 of "Objectives and Need for Assistance". The description must be double-spaced, printed on only one side, with at least 1/2 inch margins. Pages over the limit will be removed from the competition and will not be reviewed.
- It is in the applicant's best interest to ensure that the project description is easy to read, logically developed in accordance with the evaluation criteria and adheres to page limitations. In addition, applicants should be mindful of the importance of preparing and submitting applications using language, terms, concepts and descriptions that are generally known both to the runaway and homeless youth and broader youth services field.
- The maximum number of pages for supplemental documentation is 10 pages. The supplemental documentation, subject to the 10-page limit, must be numbered and may include brief resumes, position descriptions, proof of non-profit status (if applicable), maps, organization charts, etc. Supplemental documentation over the 10-page limit will not be reviewed.
- Applicants may include a maximum of 10 letters of support or agreement, if appropriate or applicable, in reference to the project description. Letters of support or agreement are not counted as part of the 40-page project description limit or the 10-page supplemental documentation limit.
- Applicable agreements are those between grantees and sub-grantees or sub-contractors or other cooperating entities which support or complement the provision of mandated services to runaway and homeless youth. Applicant may include summaries of proposed sub-grantee or sub-contractor agreements. Such summaries are not counted as part of the 40-page project description limit or the 10 page supplemental documentation.

#### **4. EVALUATION CRITERIA**

- The evaluation criteria in the following pages specific to the RHY program will be used to *evaluate* and *score* each application. As stated above in "Instructions," the RHY evaluation criteria is preceded by ACF Uniform Project Description (UPD) generic requirement. The

generic UPD requirements provide guidance to ACF program offices in establishing program specific evaluation criteria and guidance to RHY grant reviewers.

- The generic UPD requirement is followed by the evaluation criteria specific to the Runaway and Homeless Youth Program. Each criterion should be addressed in the *"Full Project Description"* section of the application according to the guidelines in the following pages. Applicants should provide specific information that addresses *all components* of the criteria.
- The maximum numerical weights or points assigned to each set of RHY criteria total *100*. Therefore, the highest possible score an application can receive under this competitive grant program area is *100*.

**UPD REQUIREMENT FOR OBJECTIVES AND NEED FOR ASSISTANCE:** Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly Stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

**EVALUATION CRITERIA FOR OBJECTIVES AND NEED FOR ASSISTANCE (15 points):**

1. Applicant must specify the goals and objectives of the project and how implementation will fulfill the purposes of the legislation identified above, ultimately a successful transition to self-sufficiency.
2. Applicant must discuss the issue of youth homelessness and the need for assistance in the community to be served, the present availability of services for homeless youth and provide documentation of the incidence of homeless youth. Describe the precise location of the project and boundaries of the area to be served by the proposed project. ***Maps or other graphic aids may be included as part of the supplementary documentation 10-page limit.***
3. Applicant must describe the conditions of youth and families in the area to be served and the incidence and characteristics of runaway and homeless youth and their families. The discussion must include matters of family functioning and the health, education, employment and social conditions of the youth, including at-risk conditions or behaviors such as drug use, school failure and delinquency. Applicants must describe plans and programs for serving youth who have aged out of the foster care system.
4. Applicants must also describe plans and programs for serving pregnant and parenting homeless youth.

5. Applicants seeking to provide services for a specifically targeted segment of the homeless youth population (male, female, pregnant and parenting youth, etc.) must clearly describe the need for such a focus. Applicants must also describe how services will be provided for homeless youth not specifically targeted by the project.

**UPD REQUIREMENT FOR RESULTS OR BENEFITS EXPECTED:** Identify the results and benefits to be derived. For example, when applying for a grant to serve adolescents and their families, describe who will receive services, where and how these services will be provided, and how the services will benefit the youth, their families and the community.

**EVALUATION CRITERIA FOR RESULTS OR BENEFITS EXPECTED (20 points):**

1. Applicant must describe how homeless youth will be reached and identify the number who will be served annually on both a residential and non-residential basis. Services must be provided as an alternative to involving runaway and homeless youth in the law enforcement, child welfare, mental health, and juvenile justice systems.
2. Applicant must provide information on the expected results and benefits of the program in terms of the number and percentage of youth expected to successfully complete the program as well as potential problems or barriers to program implementation that might be possible reason(s) for failure.
3. Applicant must also discuss the organization's policy on termination and re-entry of youth out of and into the program.
4. Applicant must discuss the expected impact of the project on the availability of services to homeless youth in the local community and indicate how the project will enhance the organization's capacity to provide services to address youth homelessness in the community.
5. Applicant must describe the anticipated changes in attitudes, values and behavior of the youth served and improvements in individual and family functioning that will occur as a consequence of the services provided.
6. Applicant must discuss the expected impact of the TLP on the organization's capacity to effectively provide other services to runaway and homeless youth in the community, such as temporary shelter and short term services, if the organization is funded by FYSB to provide these services as well.
7. Applicant must describe the criteria to be used to evaluate the results and success of the program.

**UPD REQUIREMENT FOR APPROACH:** Outline a plan of action which describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors which might accelerate or decelerate the work

and State your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the U.S. Office of Management and Budget (OMB). This clearance pertains to any collection of information that is conducted or sponsored by ACF.

List organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

#### **EVALUATION CRITERIA FOR APPROACH (35 points):**

1. Applicant must describe their *program's positive youth development* philosophy and approach and indicate how it underlies and integrates all proposed activities, including provision of services to runaway and homeless youth and involvement of the youth's parents or legal guardians. Specific information must be provided on how youth will be involved in the design, operation and evaluation of the program.

2. *Shelter*: Applicant must assure that shelter is provided through one or a combination of the following: a group home facility, family host homes, or supervised apartments.

- Indicate if the shelter will be provided directly or indirectly. When shelter will be provided indirectly, applicant must submit copies of signed written agreements with service providers regarding the terms under which shelter is provided. **(Attached agreements do not count as part of the 40 page project description limit or the 10-page supplementary documentation limit.)**
- Assure that the facilities to be funded under this grant are used for housing, whether a shelter, host family home program or supervised apartments, must accommodate *at least 4 youth and no more than 20 youth* per facility.
- Assure that there is a sufficient number of staff to ensure on-site supervision at each shelter option that is not a family; and is in compliance with State and local licensing requirements.
- Assure, if applicable, that the applicant meets the requirements of the RHY Act for the lease of surplus Federal facilities for use as transitional living housing facilities. Each surplus Federal facility used for this purpose must be made available for a period ***not less***

*than two years*, and no rent or fee shall be charged to the applicant in connection with use of such a facility. Any structural modifications or additions to surplus Federal facilities become the property of the government of the United States. All such modifications or additions may be made only after receiving prior written consent from the appropriate Department of Health and Human Services official.

3. *Services*: Applicant must include a description of the *core services* to be provided. The description must include the purpose and concept of the service, its role in both the overall program design and the individual client TLP plan. The services to be provided must include, but are not necessarily limited to, the following:

- Intake, assessment, eligibility determination, and periodic review.
- Basic life skills information, counseling, and training including budgeting, money management, use of credit, housekeeping, menu planning and food preparation, consumer education, leisure-time activities, transportation, and obtaining vital documents (Social Security card, birth certificate).
- Interpersonal skill building, such as developing positive relationships with peers and adults, effective communication, decision making, and stress management.
- Educational advancement, such as GED preparation and attainment, post-secondary training (college, technical school, military, etc.), and vocational education.
- Job preparation and attainment, such as career counseling, job preparation training, dress and grooming, job placement and job maintenance.
- Mental health care, such as counseling (individual and group), drug abuse education, prevention and referral services, and mental health counseling.

To provide drug abuse education and prevention services, an applicant shall provide a description of:

- the types of such services that the applicant proposes to provide;
  - the objectives of such services;
  - the types of information and training to be provided to individuals providing such services to runaway and homeless youth; and
  - an assurance that in providing such services the applicant shall conduct outreach activities for runaway and homeless youth.
- Physical health care, such as routine physicals, health assessments, family planning and parenting skills, and emergency medical treatment.

- The substantive participation of youth in the assessment and implementation of their needs, including the development and implementation of the individual transitional living plan and in decisions about the services to be received.
- Adequate plans for proper referrals to social services, law enforcement, educational, vocational, training, welfare, legal services, health and mental health care, and the coordination and integration of such services.
- Programmatic efforts planned and/or implemented to encourage awareness of and sensitivity to the particular needs of homeless youth who are members of ethnic, racial and sexual minority groups and/or who are street youth.

4. *Administration*: Applicant must:

- Describe the procedures to be employed in the development, implementation and monitoring of an individualized, written transitional living plan for each program participant which addresses the provision of services, and is appropriate to the individual developmental needs of the client.
- Assure that the participant will substantively participate in the assessment of his or her needs and in decisions about the services to be received.
- Assure that outreach programs are established and designed to attract individuals who are eligible to participate in the project.
- Provide an assurance that housing and services will be available to a participant for a continuous period *not to exceed 540 days (18 months)*.
- Describe the methods to be employed in collecting statistical records and evaluative data and for submitting annual reports on such information to the Department of Health and Human Services.
- Describe how the activities implemented under this project will be continued by the agency once Federal funding for the project has ended, with specific plans for accomplishing program phase-out for the *last two quarters* of program project period in the event that the applicant would not receive a new award.

**UPD REQUIREMENT FOR STAFF AND POSITION DATA:** Provide a biographical sketch for each key person appointed and a job description for each vacant key position. A biographical sketch will also be required for new key staff as appointed.

**EVALUATION CRITERIA FOR STAFF AND POSITION DATA (10 points):**

1. Applicant must discuss staff experience in working with runaway, homeless, and street youth populations.
2. Applicant must include information on skills, knowledge and experience of the project director and key project staff. Biographical sketches or *brief resumes* of current and proposed staff, as well as job descriptions, should be included. Resumes must indicate what position the individual will fill and position descriptions must specifically describe the job as it relates to the proposed project. **Such documents count against the 10-page supplemental documentation limit. They do not count against the overall 40-page project description limit.**
3. Applicants must also list organizations and consultants who will work on the program along with a brief description of the nature of their effort or contribution.
4. Applicant must provide information on plans for training project staff as well as staff of cooperating organizations and individuals.
5. Applicant must state the expected or estimated ratio of staff to youth and explain how it will be sufficient to ensure adequate supervision and treatment.

**UPD REQUIREMENT FOR ORGANIZATIONAL PROFILE:** Provide information on the applicant organization(s) and cooperating partners such as organizational charts, financial Statements, audit reports or Statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information.

Any nonprofit organization submitting an application must submit proof of its nonprofit status in its application at the time of submission. The nonprofit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in Section 501(c)(3) of the IRS code, or by providing a copy of the currently valid IRS tax exemption certificate, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

#### **EVALUATION CRITERIA FOR ORGANIZATIONAL PROFILE (10 points):**

1. Applicant must discuss organizational experience in working with runaway, homeless and street youth populations. As required by the RHY Act, priority for funding shall be given to organizations with demonstrated experience providing long-term residential services to runaway, homeless and street youth. Applicant must document the services it provides to this specific population and the *length of time* the applicant has been involved in the provision of these services.



2. Applicant must describe how the project has established or will establish and maintain *service linkages* with other social service, law enforcement, educational, housing, vocational, welfare, legal service, drug treatment, health and mental health care agencies in order to ensure appropriate referrals for the project participants where and when needed.
3. Applicant must provide a brief description of the applicant agency's organization; the types, quantities and costs of services it provides and must identify and discuss the role of other organizations or multiple sites of the agency that will be involved in direct services to runaway and homeless youth through this grant.
4. List all the sites, including addresses, phone numbers and staff contact names if different than those on the SF 424. If the agency is a recipient of funds from the Administration on Children and Families for services to runaway and homeless youth for programs other than that applied for in this application, show how the services supported by these funds are or will be *integrated* with the existing services. Organizational charts may be provided.
5. Applicant must provide an annotated listing of its funding sources and contractual agreements and other relationships which support or complement the provision of mandated services to runaway, homeless and street youth. **(NOTE: Letters of support do not count against the 40-page project description limit nor the 10-page supplemental documentation limit.)**

**UPD REQUIREMENT FOR BUDGET AND BUDGET JUSTIFICATION:** Provide line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The detailed budget must also include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs.

#### General

The following guidelines are for preparing the budget and budget justification. Both Federal and non-Federal resources shall be detailed and justified in the budget and narrative justification. For purposes of preparing the budget and budget justification, "Federal resources" refers only to the ACF grant for which you are applying. Non-Federal resources are all other Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s), and last column, total budget. The budget justification should be a narrative.

#### Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known. For each staff person, provide the title, time commitment to the project (in months), time commitment to the project (as a percentage or full-time equivalent), annual salary, grant salary, wage rates, etc. Do not include the costs of consultants or personnel costs of delegate agencies or of specific project(s) or businesses to be financed by the applicant.

#### Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

#### Travel

Description: Costs of project-related travel by employees of the applicant organization (does not include costs of consultant travel).

Justification: For each trip, show the total number of traveler(s), travel destination, duration of trip, per diem, mileage allowances, if privately owned vehicles will be used, and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

#### Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for the financial Statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy or section of its policy which includes the equipment definition.

#### Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested.

#### Contractual

Description: Costs of all contracts for services and goods except for those which belong under other categories such as equipment, supplies, construction, etc. Third-party evaluation contracts (if applicable) and contracts with secondary recipient organizations, including delegate agencies and specific project(s) or businesses to be financed by the applicant, should be included under this category.

Justification: All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceed the simplified acquisition threshold fixed at 41 USC 403(11) (currently set at \$100,000). Recipients might be required to make available to ACF pre-award review and procurement documents, such as request for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

#### Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, it should immediately upon notification that an award will be made, develop a tentative indirect cost rate proposal based on its most recently completed fiscal year in accordance with the principles set forth in the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. It should be noted that when an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the grant. Also, if the applicant is requesting a rate which is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

#### Program Income

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application which contain this information.

#### Non-Federal Resources

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application in order to be given credit in the review process. A detailed budget must be prepared for each funding source.

#### Total Direct Charges, Total Indirect Charges, Total Project Costs

Self-explanatory.

### **EVALUATION CRITERIA FOR BUDGET AND BUDGET JUSTIFICATION (10 Points)**

1. Applicant must provide a proposed line item budget related to the types and quantities of activities to be implemented as discussed in the full project description for the first year (12 months) of the proposed project . The line items must be consistent with the Budget Categories listed on standard form 424A, Section B, i.e., personnel, fringe benefits, travel, equipment, supplies, contractual, other, total direct charges, indirect charges, and total budget. Non-Federal share must also be reflected among the same categories where appropriate.

***Note: Applicant should refer to the above UPD Requirement guidance when preparing the budget and narrative budget justification. Place the budget/ narrative budget justification after form 424A. These documents do not count against any page limitation.***

2. Applicant must describe the fiscal control that will be used to ensure prudent use, proper disbursement and accurate accounting of funds received under this program announcement.

3. Applicant must describe how cost-effective use of TLP funds will be ensured by taking maximum advantage of existing resources within the State which would help in the operation or coordination of a TLP, including those resources which are supported by Federal Independent Living Initiatives funds. Also, applicant must describe efforts to be undertaken over the length of the project which may increase non-Federal resources available to support the TLP.

### **C. STREET OUTREACH PROGRAM (Competitive Grant Area C, CFDA# 93.557):**

**Program Purpose, Goals and Objectives:** The overall purpose of SOP is to provide education and prevention services to runaway, homeless and street youth who have been subjected to or are at risk of sexual exploitation or abuse. The goal of the program is to establish and build relationships between street youth and program outreach staff in order to help youth leave the streets. The objective of the program is to provide support services that will assist the youth in moving and adjusting to a safe and appropriate alternative living arrangement. These services include, *at a minimum*, treatment, counseling, provision of information and referral services. Street outreach programs must have access to local emergency shelter space that is an appropriate placement for young people and that can be made available for youth willing to come in off the streets. In addition, street outreach staff must have access to the shelter in order to maintain interaction with the youth during the time they are in the shelter.

**Background:** In response to the needs of street youth who are subjected to or at risk of sexual exploitation or abuse, Congress amended the Runaway and Homeless Youth Act by authorizing the Education and Prevention Services to Reduce Sexual Abuse of Runaway, Homeless and Street Youth Program under the Violent Crime Control and Law Enforcement Act of 1994. This program is referred to as the Street Outreach Program (SOP) for Runaway, Homeless and Street Youth.

The array of social, emotional and health problems faced by youth on the street is dramatically compounded by the incidence of sexual exploitation and/or abuse. Street youth are victimized by strangers as well as by individuals known to the youth, and a significant number of homeless youth are exploited as they participate in survival sex to meet their basic needs for food and shelter. Because of these issues, sexually exploited youth often need more intensive services. Youth must be afforded the opportunity to slowly build trust relationships with caring and responsible adults as the first step to successfully encouraging them to leave the streets.

**Eligible Applicants:**

- Private nonprofit agencies; including community-based and faith-based organizations.

***Note: Public agencies are NOT eligible to apply for these funds.***

Current Street Outreach Program grantees with project periods ending on or before September 29, 2003, and all other eligible applicants not currently receiving SOP funds may apply for a new competitive SOP grant under this announcement.

Current Street Outreach Program grantees (including subgrantees) with one or two years remaining on their current grant and the expectation of continuation funding in FY 2003 may not apply for a new Street Outreach grant for the community they currently serve. These grantees will receive instructions from their respective ACF Regional Offices on the procedures for applying for continuation grants. Current grantees, which have questions regarding their eligibility to apply for new funds, should consult with the appropriate Regional Office Youth Contact, listed in Part V, Appendix B, to determine if they are eligible to apply for a new grant award.

**Funding:** Depending on the availability of funds, the Family and Youth Services Bureau expects to award up to \$4,600,000 for up to 46 new competitive Street Outreach Program grants for street-based outreach and education.

**Federal Share of Project Costs:** Applicants may apply for up to \$200,000 in Federal support each year, a maximum of \$600,000 for a 3-year project period. The maximum Federal share of project costs is \$200,000 for 12 months.

**Applicant Share of Project Cost:** Street Outreach grantees must provide a non-Federal share or match of at least **ten percent (10%)** of the Federal funds awarded. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a three-year project costing \$600,000 in Federal funds (based on an award of \$200,000 per 12-month budget period) must provide a match of at least \$60,000 (\$20,000 per budget period). *Grantees will be held accountable for commitments of required non-Federal funds. Failure to provide the required match will result in a disallowance of Federal funds.*

**Duration of Project:** This announcement solicits applications for Street Outreach Program projects of up to three years (36-month project periods). Initial grant awards, made on a competitive basis, will be for one-year (12-month) budget periods. Applications for noncompeting continuation grants beyond the one-year budget periods, but within the 36-month project periods, will be considered subject to the availability of funds, satisfactory progress of the grantee and determination that continued funding would be in the best interest of the government.

## **REQUIREMENTS**

- *RHYMIS (Runaway and Homeless Youth Management information System)* - Applicant must agree to keep adequate statistical records profiling the youth and families served under the Federal grant and to gather and submit program and client data required by FYSB. This information is required by the RHY program legislation and defined in user-friendly Runaway and Homeless Youth Management Information System (RHYMIS or RHYMIS-LITE). Recipients of a FYSB grant are required and expected to submit the data via RHYMIS or in an approved format which RHYMIS can receive. Grantees have the option of using RHYMIS for internal management improvement or for research and other program needs. ***A RHYMIS hotline/help desk is available at 888-749-6474, option #1, and/or at [rhymis\\_help@csc.com](mailto:rhymis_help@csc.com).***
- *Research or Evaluation* - Applicant must agree to cooperate with any research or evaluation efforts sponsored by the Administration for Children and Families.
- *Annual Report* - Applicant must agree to submit data required for the Family and Youth Services Bureau Annual Report to the Secretary of HHS on program activities and

accomplishments with statistical summaries describing the number and characteristics of runaway and homeless youth, and youth at risk of family separation, who participate in the project and the services provided to such youth by the project.

- *Other Reports* - Applicant must also agree to submit other required program and financial reports, as instructed by FYSB.

## **INSTRUCTIONS**

The following are instructions and guidelines on how to prepare the "project summary/abstract" and "full project description" sections of the application. Under the evaluation criteria section, the ACF OMB approved Uniformed Project Description (UPD) generic requirement is followed by the evaluation criteria specific to the Runaway and Homeless Youth program.

- 1. FORMS AND CERTIFICATIONS:** Fill out Standard Forms 424 and 424A and the associated certifications and assurances in Appendix E based on the instructions on the forms.
- 2. PROJECT SUMMARY/ABSTRACT:** Provide a one page (or less) summary of the project description with reference to the funding request.
- 3. FULL PROJECT DESCRIPTION:** Describe the project clearly in 40 pages or less (not counting budget/narrative budget justification, supplemental documentation, letters of support or agreements) using the following outline and guidelines:

**Applicants are required to submit a full project description and must prepare the project description Statement in accordance with the following instructions:**

- The pages of the project description must be numbered and are limited to 40 typed pages starting on page 1 of "Objectives and Need for Assistance". The description must be double-spaced, printed on only one side, with at least 1/2 inch margins. Pages over the limit will be removed from the competition and will not be reviewed.
- It is in the applicant's best interest to ensure that the project description is easy to read, logically developed in accordance with the evaluation criteria and adheres to page limitations. In addition, applicants should be mindful of the importance of preparing and submitting applications using language, terms, concepts and descriptions that are generally known both to the runaway and homeless youth and broader youth services field.
- The maximum number of pages for supplemental documentation is 10 pages. The supplemental documentation, subject to the 10-page limit, must be numbered and may include brief resumes, position descriptions, proof of non-profit status (if applicable),

maps, organization charts, etc. Supplemental documentation over the 10-page limit will not be reviewed.

- Applicants may include a maximum of 10 letters of support or agreement, if appropriate or applicable, in reference to the project description. Letters of support or agreement are not counted as part of the 40-page project description limit or the 10-page supplemental documentation limit.
- Applicable agreements are those between grantees and sub-grantees or sub-contractors or other cooperating entities which support or complement the provision of mandated services to runaway and homeless youth. Applicant may include summaries of proposed sub-grantee or sub-contractor agreements. Such summaries are not counted as part of the 40-page project description limit or the 10 page supplemental documentation.

#### **4. EVALUATION CRITERIA**

- The evaluation criteria in the following pages specific to the RHY program will be used to *evaluate* and *score* each application. As stated above in "Instructions," the RHY evaluation criteria is preceded by ACF Uniform Project Description (UPD) generic requirement. The generic UPD requirements provide guidance to ACF program offices in establishing program specific evaluation criteria and guidance to RHY grant reviewers.
- The generic UPD requirement is followed by the evaluation criteria specific to the Runaway and Homeless Youth Program. Each criterion should be addressed in the "*Full Project Description*" section of the application according to the guidelines in the following pages. Applicants should provide specific information that addresses *all components* of the criteria.
- The maximum numerical weights or points assigned to each set of RHY criteria total *100*. Therefore, the highest possible score an application can receive under this competitive grant program area is *100*.

**UPD REQUIREMENT FOR OBJECTIVES AND NEED FOR ASSISTANCE:** Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly Stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.



**EVALUATION CRITERIA FOR OBJECTIVES AND NEED FOR ASSISTANCE (15 points):**

1. Applicant must specify the goals and objectives of the project and how implementation will fulfill the purposes of the legislation identified above, ultimately helping to encourage youth to leave the streets.
2. Applicant must state the need for assistance by describing the conditions and needs of youth and families in the geographic area to be served and the estimated number and characteristics of runaway and homeless youth and their families, including their social needs and health problems. The discussion must include matters of family functioning and the health, education, employment and social conditions of the youth, including at-risk conditions or behaviors such as drug use, school failure and delinquency.
3. Applicant must describe currently available services for runaway, homeless and street youth in the geographic areas to be served. Service gaps must be addressed and considered in developing program objectives.
4. Applicant must describe the specific local environments frequented by runaway, homeless and street youth and demonstrate that program services will be located in or easily accessible to the area which is frequented by these street youth. *Maps or other graphic aids may be included as part of the supplementary documentation 10-page limit.*

**UPD REQUIREMENT FOR RESULTS OR BENEFITS EXPECTED:** Identify the results and benefits to be derived. For example, when applying for a grant to serve adolescents and their families, describe who will receive services, where and how these services will be provided, and how the services will benefit the youth, their families and the community.

**EVALUATION CRITERIA FOR RESULTS OR BENEFITS EXPECTED (20 points):**

1. Applicant must provide detailed information on the expected results and benefits of the program in terms of the number and frequency of youth served annually and in terms of the benefits and outcomes that will have a positive impact for the street youth and to the community being served, and improvements in individual, family and community functioning that will occur as a consequence of services provided.
2. Applicant must discuss the criteria to be used to evaluate the results and success of the project.

**UPD REQUIREMENT FOR APPROACH:** Outline a plan of action which describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors which might accelerate or decelerate the work and State your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the U.S. Office of Management and Budget (OMB). This clearance pertains to any collection of information that is conducted or sponsored by ACF.

List organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

### **EVALUATION CRITERIA FOR APPROACH (35 points):**

1. Applicant must describe their *program's positive youth development* philosophy and approach and indicate how it underlies and integrates all proposed activities, including provision of services to runaway and homeless youth and involvement of the youth's parents or legal guardians. Specific information must be provided on how youth will be involved in the design, operation and evaluation of the program.
2. Applicant must describe proposed street outreach effort, including hours of operation, staffing pattern and staff support, services provided and efforts to deal with sexual abuse and exploitation.
3. Applicant must describe a plan to provide street-based outreach services where street youth congregate and during hours when youth will most likely avail themselves of those services (late afternoon, evenings, nights and weekends). The plan must clearly state what will be accomplished during these service hours.
4. Applicant must show that there is ***guaranteed access to emergency shelter services*** that can be made available to street youth. When emergency shelter is provided by an entity other than the applicant, a ***signed letter of agreement*** with the shelter provider must be included in the application. The agreement must stipulate that the applicant's street outreach workers will have guaranteed access to the street youth that are taking advantage of the shelter's services.
5. Applicant must describe the range of services that will be offered to street youth and how those services will be provided. At a minimum, plans should be provided for street-based outreach and education, survival aid, individual assessment, counseling, prevention and education activities, information and referral services, crisis intervention and follow-up support. Applicant must specify any services that will be provided by other agencies and appropriate letters of agreement must be included in the application.

6. Applicant must demonstrate that *supportive training* and appropriate street-based *outreach supervision* is provided to street outreach staff and volunteers. This must include training on policies and boundaries regarding job responsibilities and contact with and responsibilities to young people; supervision and guidance that will assist staff in abiding by policies and maintaining appropriate boundaries; as well as training on youth development, sexual abuse and other relevant street life topics.

7. Applicant must describe how the project has established or will establish *service linkages* with other social service, law enforcement, educational, housing, vocational, welfare, legal service, drug treatment, health care and other relevant service agencies in order to ensure appropriate service referrals for the project clients. At a minimum, the applicant must describe current efforts or plans to work with organizations that serve victims of domestic violence and sexual assault in order to tap into their expertise and to coordinate services.

8. Applicant must describe *current or anticipated barriers* to effective delivery of services and actions the program will take to overcome these barriers to serving this population, including persons with low English proficiency.

9. Applicant must describe procedures for maintaining *confidentiality of records* on the youth and families served. Procedures must insure that no information on the youth and families is disclosed without the consent of the individual youth, parent or legal guardian. Disclosures without consent can be made to another agency compiling statistical records if individual identities are not provided or to a government agency involved in the disposition of criminal charges against an individual runaway, homeless or street youth.

10. Applicant must describe how the activities implemented under this project will be continued by the agency once Federal funding for the project has ended and must describe specific plans for accomplishing program phase-out in the event the applicant cannot obtain new operating funds at the end of the 36-month project period.

**UPD REQUIREMENT FOR STAFF AND POSITION DATA:** Provide a biographical sketch for each key person appointed and a job description for each vacant key position. A biographical sketch will also be required for new key staff as appointed.

**EVALUATION CRITERIA FOR STAFF AND POSITION DATA (10 points):**

1. Applicant must discuss staff experience in working with runaway, homeless, and street youth populations.
2. Applicant must include information on skills, knowledge and experience of the project director and key project staff. Biographical sketches or *brief resumes* of current and proposed staff, as well as job descriptions, should be included. Resumes must indicate what position the individual will fill and position descriptions must specifically describe the job as it relates to the proposed project. **Such documents count against the 10-page**

**supplemental documentation limit. They do not count against the overall 40-page project description limit.**

3. Applicant must discuss staff, *including volunteer staff diversity and relevancy* to the youth being served, e.g., gender, ethnicity and life experiences.
4. Applicant must provide information on *plans for training* project staff as well as staff of cooperating organizations and individuals.
5. Applicant that has a ***Drop-In Center*** must state the expected or estimated ratio of staff to youth and explain how it will be sufficient to ensure adequate supervision and treatment.

**UPD REQUIREMENT FOR ORGANIZATIONAL PROFILE:** Provide information on the applicant organization(s) and cooperating partners such as organizational charts, financial Statements, audit reports or Statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information.

Any nonprofit organization submitting an application must submit proof of its nonprofit status in its application at the time of submission. The nonprofit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in Section 501(c)(3) of the IRS code, or by providing a copy of the currently valid IRS tax exemption certificate, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

**EVALUATION CRITERIA FOR ORGANIZATIONAL PROFILE (10 points):**

1. Applicant must discuss organizational experience in working with RHY populations. As required by the RHY Act, priority for funding shall be given to organizations that demonstrate experience in providing direct services to runaway, homeless and street youth. Applicant must document the services it provides to this specific population and the *length of time* the applicant has been involved in the provision of these services.
2. Applicant must provide a short description of the applicant agency's organization; the types, quantities and costs of services it provides; any funding and contractual relationships with juvenile justice, probation and/or welfare agencies; and must identify and discuss the role of other organizations or multiple sites of the agency that will be involved in direct services to runaway and homeless youth through this grant. List organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution. Include address, phone number and staff contact for each entity if the contact is different from the individual on the SF 424.

3. If the agency is a recipient of funds from the Administration on Children and Families for services to runaway and homeless youth for programs other than that applied for in this application, show how the services supported by these funds are or will be integrated with the existing services. An organizational chart may be provided. **(NOTE: Attached agreements do not count against the 40-page limit.)**

**UPD REQUIREMENT FOR BUDGET AND BUDGET JUSTIFICATION:** Provide line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The detailed budget must also include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs.

#### General

The following guidelines are for preparing the budget and budget justification. Both Federal and non-Federal resources shall be detailed and justified in the budget and narrative justification. For purposes of preparing the budget and budget justification, "Federal resources" refers only to the ACF grant for which you are applying. Non-Federal resources are all other Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s), and last column, total budget. The budget justification should be a narrative.

#### Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known. For each staff person, provide the title, time commitment to the project (in months), time commitment to the project (as a percentage or full-time equivalent), annual salary, grant salary, wage rates, etc. Do not include the costs of consultants or personnel costs of delegate agencies or of specific project(s) or businesses to be financed by the applicant.

#### Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

#### Travel

Description: Costs of project-related travel by employees of the applicant organization (does not include costs of consultant travel).

Justification: For each trip, show the total number of traveler(s), travel destination, duration of trip, per diem, mileage allowances, if privately owned vehicles will be used, and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

### Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for the financial Statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy or section of its policy which includes the equipment definition.

### Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested.

### Contractual

Description: Costs of all contracts for services and goods except for those which belong under other categories such as equipment, supplies, construction, etc. Third-party evaluation contracts (if applicable) and contracts with secondary recipient organizations, including delegate agencies and specific project(s) or businesses to be financed by the applicant, should be included under this category.

**Justification:** All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceed the simplified acquisition threshold fixed at 41 USC 403(11) (currently set at \$100,000). Recipients might be required to make available to ACF pre-award review and procurement documents, such as request for proposals or invitations for bids, independent cost estimates, etc.

**Note:** Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

### Indirect Charges

**Description:** Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

**Justification:** An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, it should immediately upon notification that an award will be made, develop a tentative indirect cost rate proposal based on its most recently completed fiscal year in accordance with the principles set forth in the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. It should be noted that when an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the grant. Also, if the applicant is requesting a rate which is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

### Program Income

**Description:** The estimated amount of income, if any, expected to be generated from this project.

**Justification:** Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application which contain this information.

### Non-Federal Resources

**Description:** Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

**Justification:** The firm commitment of these resources must be documented and submitted with the application in order to be given credit in the review process. A detailed budget must be prepared for each funding source.

Total Direct Charges, Total Indirect Charges, Total Project Costs

Self-explanatory.

**EVALUATION CRITERIA FOR BUDGET AND BUDGET JUSTIFICATION (10 Points)**

1. Applicant must provide a proposed line item budget related to the types and quantities of activities to be implemented as discussed in the full project description for the first year (12 months) of the proposed project. The line items must be consistent with the Budget Categories listed on standard form 424A, Section B, i.e., personnel, fringe benefits, travel, equipment, supplies, contractual, other, total direct charges, indirect charges, and total budget. Non-Federal share must also be reflected among the same categories where appropriate.

*Note: Applicant should refer to the above UPD Requirement guidance when preparing the budget and narrative budget justification. Place the budget/ narrative budget justification after form 424A. These documents do not count against any page limitation.*

2. Applicant must describe the fiscal control that will be used to ensure prudent use, proper disbursement and accurate accounting of funds received under this program announcement.

**D. POSITIVE YOUTH DEVELOPMENT STATE AND LOCAL COLLABORTION DEMONSTRATION PROJECTS (Competitive Grant Area D, CFDA #93.623):**

**Program Purpose, Goals and Objectives:** This demonstration represents a continuation of the investment the Family and Youth Services Bureau (FYSB) has made to sponsor collaborative approaches to positive youth development in the 13 States over the past several years. Under the initial program announcement requesting proposed Youth Development State Collaboration Demonstration projects, the focus was on establishing partnerships and collaborative efforts particularly among *State-level* agencies and actors; however, projects solicited in this announcement are specifically aimed at moving the earlier State-level successes to the level of local community jurisdictions (and/or Tribes). *Specifically, these project grant awards are intended to support collaboration between State governments and local community jurisdictions or Tribes. States may propose a program of joint cooperation between a Tribe and another local jurisdiction.*

At least *one* operating Runaway and Homeless Youth (RHY) program must be in the local community jurisdiction or Tribe selected by the State government for the joint collaboration demonstration project in order to:

- Continue the earlier FYSB-funded efforts to promote the positive development of youth, and
- Pilot test an effort to extend that work down to the level of local communities.



**(Note: For information on FYSB-funded Runaway and Homeless Youth Programs and their locations, applicant may contact RHY Regional Youth Contacts listed in Appendix B and/or FYSB Training and Technical Assistance Providers listed in Appendix C.)**

Based on the intended focus of the demonstration as stated above, the goals of the Positive Youth Development State and Local Collaboration Demonstration Projects (SLCDP) are: (1) to encourage collaboration among the State and Local (or Tribal) agencies and communities that will increase opportunities for positive youth development for young people in local communities and neighborhoods; (2) to promote and facilitate communication and cooperation between the State, local communities and youth serving agencies, including FYSB RHY Program grantees, in addressing the needs and issues of adolescents and young adults; (3) to encourage an ongoing community presence and participation in the planning and execution of strategies aimed at the positive development of their young people; (4) and to energize local constituencies including residents, community-based and faith-based organizations and service providers around a positive youth development agenda.

The overarching aim of these pilot efforts will be to help States to explore new collaborative relationships with local communities that will prove effective in increasing the number and array of positive development opportunities available to young people. Beginning a dialogue with the participating local community or Tribe, and sustaining their ongoing involvement and participation in this collaboration, will be viewed as critical to effectiveness of the demonstration's collaboration and to its efforts to pursue the programmatic objectives (see below) outlined for this demonstration. As such, this community involvement is stressed throughout this announcement.

The SLCDP Demonstration Project is focused on increasing opportunities for positive youth development in local jurisdictions and communities. Funded projects in this demonstration will be based on collaborative program designs that emphasize each of the following three major *programmatic objectives* for fostering positive youth development and positive youth outcomes.

- **Increased opportunities and avenues for the positive use of time** including: recreational activities, organized sports, educational and personal enrichment, volunteerism and/or age-appropriate employment. (*Safe places with structured activities during non -school hours; Marketable skills through effective education; Ongoing relationships with caring adults-parents, mentors, tutors, or coaches.*)
- **Increased opportunities for positive self-expression:** higher emphasis on helping young people identify and develop their strengths and talents and to exercise them in positive ways where they can be recognized and celebrated by the larger community of young people and adults. (*Healthy start and future.*)
- **Increased opportunities for youth participation and civic engagement:** efforts to provide youth with opportunities to participate in school and community affairs and to be represented among the actors and within the institutions that constitute the political, social and economic

infrastructure of their school, community, city and region. (*Opportunities to give back through community service.*)

These project grants will serve as the basis for exploring new partnerships among the Family and Youth Services Bureau (FYSB), States, local jurisdictions and/or Tribes, and community-based and faith-based, youth serving organizations in order to establish and support these *programmatic objectives* at the State and local community levels.

The demonstration will be conducted in *two* phases:

- Phase I, the ***Planning Phase***, will begin on September 30, 2003 through September 29, 2004 and will consist of the first 12 months of the grant.
- Phase II, the ***Implementation Phase***, will begin September 30, 2004 and will continue for the remaining four years ending on September 29, 2008.

**The Planning Phase:** The demonstration will begin with a *one-year* planning phase. State grantees will use this phase to accomplish *three* specific formative goals that will shape the 4-year implementation effort: (1) identify and secure commitment(s) from the local jurisdiction and/or Tribe, and the RHY Programs that will be the collaborating partners during the implementation phase; (2) conduct a collaborative planning process focusing on strategies for pursuing the three *programmatic objectives* set forth (above) for the demonstration; and (3) review and finalize the proposed plans for implementation with FYSB:

- *Select the Local Partner:* The first three months (1 – 3) of the planning phase will be used to identify a local jurisdiction or Tribe – city, community or neighborhood – that is willing and able to assume the role of local partner in this demonstration. The product of this first three-month period will be a *Memorandum of Understanding (MOU)* between the applicant and the organization/entity assuming the lead role, as the *local collaboration partner*, committing each of the parties to participate in the *5-year* FYSB-funded *SLCDP* Demonstration Project.
- *Draft the Plan:* The next six months (4 – 9) of the planning phase will be used to conduct the outreach, convene the meetings, and engage the deliberations that are necessary to produce a plan outlining proposed directions for pursuing each of the three youth development programmatic objectives outlined above.
- *Finalize the Plan:* The Final Three Months (10 – 12) will be a period of dialogue and negotiations with FYSB representatives to refine and further develop these plans and preliminary directions into an approved plan and budget for implementing the 4-year implementation collaborative effort.

**The Implementation Phase:** FYSB plans to fund four years of State/local operation under the approved plan. Continuation funding will be based on availability of funds and satisfactory

progress made during the first year Planning Phase. It is expected that operations under the grant will feature adherence to the three youth development *programmatic objectives* outlined above as well as the following activities:

- Continued and ongoing high level collaboration among a consistent group of State, local and RHY program representatives of the project.
- Involvement of parents, guardians, other caring adults and youth in all phases of development and implementation of the youth development strategies.
- Ongoing dialogue, communications and participation with and among residents from the neighborhoods and communities targeted by the effort.

**Background:** For a number of years, FYSB has been promoting a youth development philosophy and has produced a framework for implementing a positive youth development approach. The framework can be used by program developers, program managers and youth service professionals in developing and implementing service models and approaches that will redirect youth in high risk situations toward positive pathways of development. We have identified *four key principles* that are important in the development of young people as they move toward a successful and productive adulthood: (1) a sense of industry and competency, (2) a feeling of connectedness to others (particularly to caring adults, *especially parents*), *and to society*, (3) a belief in their *control over their fate in life*, and (4) *a stable identity*.

FYSB supports the youth development approach and believes it is crucial that positive developmental opportunities be made available to all young people during adolescence, a time of rapid growth and change. Adolescents need opportunities to fulfill their developmental needs; intellectually, psychologically, socially, morally and ethically. Youth benefit from experiential learning and they need to belong to a group while maintaining their individuality. At the same time, they want and need adult support and interest. They also need to express opinions, challenge adult assumptions, develop the ability to make appropriate choices and learn to use new skills.

When young people are not given positive outlets for growth, they may find potentially damaging alternatives. Gang membership, for example, may address an adolescent's need for safety and membership in a group, close friendships and opportunities for exercising decision-making skills and responsibility. However, it also places young people at high risk for drug use and exposure to violence and crime. In contrast, positive developmental opportunities meet adolescent needs while decreasing their exposure to destructive influences and reducing their involvement in risky behaviors.

A rapidly changing society and a decreasing sense of community have reduced or eliminated many of the traditional ways that young people receive the support they need to move toward maturity and self-sufficiency. Additionally, increasing violence and hopelessness in many neighborhoods threaten young people's welfare and make developmental opportunities scarce

in some communities. In such environments, a commitment by a community to creating programs and services that meet young people's developmental needs is critical.

Programs with a youth development focus offer young people the skills, knowledge and community support they need to function effectively. The youth development approach is designed to focus on the positive outcomes desired by young people, not the negative outcomes that adults hope to prevent. The distinction may appear subtle, but it is a significant shift in policy and practice. Positive youth development moves the dialogue from one that focuses on youth with problems to one in which youth are seen as resources. In addition, youth development envisions a community effort to determine and provide, in concert with youth, the assistance and support youth need to grow into healthy adults. With all of these principles in mind FYSB began to invest resources in helping States make a difference in the lives of their young people.

Beginning in 1999, the nine State agencies listed below were awarded grants by FYSB, under the Youth Development State Collaboration Demonstration Project, to establish collaboration efforts around youth development at the State level.

- Department of Economic Security, State of Arizona
- Department of Human Services, State of Colorado
- Office of Policy and Management, State of Connecticut
- Department of Human Rights, State of Iowa
- Department of Human Resources, State of Maryland
- Executive Office of Health and Human Services, Commonwealth of Massachusetts
- Health and Human Services, State of Nebraska
- Office of Children and Family Services, State of New York
- Commission on Children and Families, State of Oregon

In 2001, a second cohort of four States agencies was also funded to pursue the goals of this demonstration as follows:

- Bureau of Youth Services and Delinquency Prevention, State of Illinois
- Indiana Human Resources Investment Council, State of Indiana
- Louisiana Workforce Commission, State of Louisiana
- University of Kentucky, Cooperative Extension 4H Program, State of Kentucky

In the ensuing years, these States' activities have included: assessing existing Statewide policies and procedures to determine how best to integrate youth development principles into current approaches; providing training on the positive youth development approach; involving young people in program and policy development; organizing region, State, or community-wide conferences and forums; making subgrants that promote youth development activities; creating new outlets for sharing information on youth development such as home pages on the Internet's World Wide Web; developing and supporting statewide coalitions of agencies serving runaway and homeless youth; and identifying data to measure positive outcomes.

The limited competition among the same 13 State organizations with demonstration projects solicited in this competitive area seeks to build on their prior work accomplishments to create new and stronger partnerships between the State agencies listed above and *one* local jurisdiction or Tribe, as a potential model for identifying effective practices that can guide future State and local intergovernmental partnerships and collaborative efforts to promote the positive development of young people.

**Eligible Applicants:** This competition is limited to the 13 State organizations that are currently participating in the Youth Development State Collaboration Demonstration Project funded by FYSB. They are: Arizona (AZ), Colorado (CO), Connecticut (CT), Iowa (IA), Illinois (IL), Indiana (IN), Kentucky (KY), Louisiana (LA), Massachusetts (MA), Maryland (MD), Nebraska (NE), New York (NY), and Oregon (OR).

**Funding:** Depending on the availability of funds, the Family and Youth Services Bureau expects to award up to 13 awards to support State and local collaborations according to the following schedule:

- Year 1 Planning Phase Grant: FYSB may award up to \$120,000 to each grantee to support the 12-month Planning Phase.
- Years 2 - 5 Implementation Phase Grants: Over the next four years, FYSB expects to award up to \$1,000,000 (\$250,000/year) to each grantee to support the implementation of programs and activities proposed in their proposed plans and approved by FYSB.

**Federal Share of Project Costs:** Applicants may apply for support in accordance with the schedule outlined above for a total of \$1,120,000 over the 5-year demonstration period (\$120,000 in year 1; and \$1,000,000 over the four years – 2 through 5).

**Applicant Share of Project Costs:** The applicant must provide a non-Federal share or match of **at least ten percent (10%)** of the Federal funds awarded. (There may be certain exceptions for Tribes with "638" funding pursuant to Public Law 93-638, under which certain Federal grants may qualify as matching funds for other Federal grant programs, e.g., those which contribute to the purposes for which grants under section 638 were made.) The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, an applicant requesting \$120,000 must match the federal funds with a non-Federal share of at least \$12,000. It is expected that these matching resources will be budgeted for and made available in the same 12-month program period in which federal resources are provided. *Grantees will be held accountable for commitments of required non-Federal funds. Failure to provide the required match will result in a disallowance of Federal funds.*

**Duration of Project:** This announcement solicits applications for Positive Youth Development State and Local Collaboration Demonstration Projects of up to five years (60-month project period) beginning September 30, 2003 through September 29, 2008. Grant awards will be for a one-year (12-month) budget period. Applications for continuation grants beyond the one-year budget period, but within the longer term project period, will be entertained in subsequent years

on a noncompetitive or competitive basis, subject to the availability of funds, satisfactory progress of the grantee and determination that continued funding would be in the interest of the government.

## REQUIREMENTS

- *Research or Evaluation* - Applicant must agree to cooperate with any research or evaluation efforts sponsored by the Administration for Children and Families. The Family and Youth Services Bureau plan to begin evaluating the State and local jurisdiction or Tribe positive youth development collaboration demonstration projects during year four of the project period.
- *Performance/Financial Reports* - Quarterly project performance or progress reports are required. The reports should be submitted to the responsible project officer.
- *Annual Report* - Applicant must agree to submit data required for the Family and Youth Services Bureau Annual Report to the Secretary of HHS on program activities and accomplishments with statistical summaries describing the number and characteristics of runaway and homeless youth, and youth at risk of family separation, who participate in the project and the services provided to such youth by the project.
- *Other Reports* - Applicant must also agree to submit other required program and financial reports, as instructed by FYSB.

## INSTRUCTIONS

The following are instructions and guidelines on how to prepare the "project summary/abstract" and "full project description" sections of the application. Under the evaluation criteria section, the ACF OMB approved Uniformed Project Description (UPD) generic requirement is followed by the evaluation criteria specific to the Runaway and Homeless Youth program.

- 1. FORMS AND CERTIFICATIONS:** Fill out Standard Forms 424 and 424A and the associated certifications and assurances in Appendix F based on the instructions on the forms.
- 2. PROJECT SUMMARY/ABSTRACT:** Provide a one page (or less) summary of the project description with reference to the funding request.
- 3. FULL PROJECT DESCRIPTION:** The SLCDP Projects will begin with a *planning* phase in order to foster a process of State and local collaboration at the earliest point in the demonstration – its conceptualization. It is hoped that this approach to fashioning the demonstration will promote maximum local “buy-in” and set the stage for sustainable community involvement by giving local communities the opportunity to play a major role, from the beginning, in designing the Positive Youth Development program approaches that will be initiated in their communities.

*Because the purpose of the planning phase is to create the design for the State/local collaborative approach, it is not possible, at this stage, for applicants to provide a full, five-year,*

*project description. Consequently, for the purposes of this solicitation, applicants should interpret references to the “project” as meaning the first year planning phase. And applications submitted for grants under this announcement will be evaluated based on qualitative assessments of applicant descriptions of the proposed year one planning process. Instructions for preparing the (planning phase) project description follow.*

Describe the project (SLCDP Planning Phase) clearly in 40 pages or less (not counting attached letters of support or agreement) using the following outline and guidelines.

**Applicants are required to submit a full project description and must prepare the project description Statement in accordance with the following instructions:**

- **The pages of the project description must be numbered and are limited to 40 typed pages starting on page 1 of "Objectives and Need for Assistance". The description must be double-spaced, printed on only one side, with at least 1/2 inch margins. Pages over the limit will be removed from the competition and will not be reviewed.**
- **It is in the applicant's best interest to ensure that the project description is easy to read, logically developed in accordance with the evaluation criteria and adheres to page limitations. In addition, applicants should be mindful of the importance of preparing and submitting applications using language, terms, concepts and descriptions that are generally known both to the runaway and homeless youth and broader youth services field.**
- **The maximum number of pages for supplemental documentation is 10 pages. The supplemental documentation, subject to the 10-page limit, must be numbered and may include brief resumes, position descriptions, proof of non-profit status (if applicable), maps, organization charts, etc. Supplemental documentation over the 10-page limit will not be reviewed.**
- **Applicants may include a maximum of 10 letters of support or agreement, if appropriate or applicable, in reference to the project description. Letters of support or agreement are not counted as part of the 40-page project description limit or the 10-page supplemental documentation limit.**
- **Applicable agreements are those between grantees and sub-grantees or sub-contractors or other cooperating entities which support or complement the provision of mandated services to runaway and homeless youth. Applicant may include summaries of proposed sub-grantee or sub-contractor agreements. Such summaries are not counted as part of the 40-page project description limit or the 10 page supplemental documentation.**

#### **4. EVALUATION CRITERIA**

- The evaluation criteria in the following pages will be used to evaluate and score each application. As stated above in "Instructions," the evaluation criteria is preceded by ACF Uniform Project Description (UPD) generic requirement.
- The generic UPD requirement is followed by the evaluation criteria specific to the Runaway and Homeless Youth Program. Each criterion should be addressed in the "Full Project Description" section of the application according to the guidelines in the following pages. Applicants should provide specific information that addresses all components of the criteria.
- The maximum numerical weights or points assigned to each set of RHY criteria total 100. Therefore, the highest possible score an application can receive under this competitive grant program area is 100.

**UPD REQUIREMENT FOR OBJECTIVES AND NEED FOR ASSISTANCE:** Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly Stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

**EVALUATION CRITERIA FOR OBJECTIVES AND NEED FOR ASSISTANCE (15 points):**

The three *programmatic objectives* of the SLCDP Demonstration Projects have been stated as providing youth with: (1) Increased opportunities and avenues for the positive use of their time; (2) Increased opportunities for positive self-expression; and (3) Increased opportunities for youth participation and civic engagement.

1. Applicant must specify the goals and objectives to be addressed through the SLCDP Demonstration Project Planning Phase and how they are relevant to the SLCDP objectives specified for positive youth development within the State, local and/or Tribal jurisdiction. For the purpose of this project, youth are defined as individuals between the ages of 10-24.
2. Applicant must discuss the State's current perspective on, and where applicable, current activities related to the SLCDP objectives stated above, including whether and how those objectives are reflected in current policies and existing youth services. Applicant must also describe any positive youth development activities that are currently in place at the State and local level and how those activities may relate to the SLCDP objectives specified for positive youth development.



3. Applicant must discuss the extent of current coordination, on youth issues, between the State and Local governments (and if applicable, Tribal agencies) and programs; as well as the current levels of collaboration with local youth service providers; and document the need for additional collaboration among these sectors.

4. Applicants must describe their ability to leverage strong commitment and support at the executive level for this project.

**UPD REQUIREMENT FOR RESULTS OR BENEFITS EXPECTED:** Identify the results and benefits to be derived. For example, when applying for a grant to serve adolescents and their families, describe who will receive services, where and how these services will be provided, and how the services will benefit the youth, their families and the community.

**EVALUATION CRITERIA FOR RESULTS OR BENEFITS EXPECTED (20 points):**

1. Applicant must describe results and benefits expected of Planning Phase of this project, especially in regard to increasing the level of local support for positive youth development and for generating local interest in, and enthusiasm for, establishing a collaborative effort with State agencies around the three *programmatic objectives* (opportunities for: positive use of time; positive self-expression; and civic engagement).

2. Applicant must identify expected changes in the policies, processes, programs and initiatives that relate to community outreach and community relations that should result from the planning process and how these changes will be implemented to promote an effective State/local collaboration to achieve the SLCDP *programmatic objectives*.

3. Applicant must describe expected results of efforts to strengthen and/or establish effective communication and collaboration: between the State, the local community partner and FYSB; among the State, the local community partner, FYSB grantees and other community-based and faith-based, youth-serving agencies; and with other appropriate programs for the purpose of supporting the SLCDP *programmatic objectives* set forth in the demonstration.

4. Applicant must discuss how the collaboration between the State and local partners will be expected to enhance SLCDP outcomes for young people, providing concrete examples of desired changes that will be sought in State and local, policies, practices and programs that will enhance the level of opportunities for positive youth development through the programmatic objectives pursued in this demonstration.

**UPD REQUIREMENT FOR APPROACH:** Outline a plan of action which describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors which might accelerate or decelerate the work and State your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the U.S. Office of Management and Budget (OMB). This clearance pertains to any collection of information that is conducted or sponsored by ACF.

List organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

**EVALUATION CRITERIA FOR PLANNING PHASE APPROACH: (35 points)**

*(Breakdown of points: 15 points for Selecting the Local Partner; 20 points for Drafting the SLCDP Plan.)*

Outline a plan of action that: (1) presents a process for choosing a local partner for the demonstration; and (2) describe the scope and detail of how the planning process proposed in your application will be conducted. Account for all functions or activities identified in the application.

Cite factors which might *facilitate or impede* the planning process and state your reason for taking the proposed approach rather than others. Describe any unusual features of the planning phase such: as new strategies and/or new audiences targeted for outreach and participation; any formal or informal agreements and arrangements to potentially important entities; or new organizational arrangements you might entertain to enhance the prospects of a viable and sustainable State/local collaboration.

List the local jurisdictions/communities and the potential organizations, cooperating entities, consultants, or other key individuals who will be candidates for partnerships and for inclusion in the planning process funded in the first year of this demonstration.

**Approach to Selecting the Local Partner (months 1 – 3) (15 points)**

1. Applicant must identify a set of criteria that will be used to identify the local jurisdictions that will be considered as candidates to be the local partner in this demonstration. Such criteria could include: (1) evidence of need (however defined by the applicant) that is documented by selected local data; (2) evidence that the candidate community has organizations capable of sustaining the community's involvement in a collaborative community change effort; (3) the presence of a single organization/entity, with broad community reach, that is capable of playing a lead local partner role; and (4) evidence of an interest and willingness of key community entities to engage in the demonstration.
2. Applicant must describe a process for outreach to and negotiations with the jurisdictions/communities under consideration as candidates for the local partner role in this

demonstration. The description should suggest any key constituencies that need to be involved in discussing the community's possible participation in the demonstration and describe strategies for reaching them during the first three months of the demonstration's planning period.

#### **Approach to Drafting the SLCDP Plan (months 4 – 9) (20 points)**

3. Applicant must outline how it expects to proceed with the actual deliberations that will result in a draft implementation plan for pursuing the three programmatic objectives targeted in this demonstration. This description should include information about the types of State agencies and local agencies and constituencies – particularly local non-profit institutions, service providers and community residents and advocates – who may be approached and recruited to participate in these discussions.
4. Applicant must describe mechanisms it will use to generate an ongoing community awareness of, support for, and participation in the State/local collaborative planning effort for the three strategies stressed in this announcement.
5. Applicant must discuss any legislative, administrative and/or judicial factors that may hamper efforts to increase State and local collaboration in order to establish and support the set of a positive youth development opportunities stressed in this announcement. Applicant must describe plans to address and overcome any such barriers.
6. Applicant must clearly identify a State Youth Development Coordinator or Project Director who will be responsible for the planning activities under this grant and must also identify where the project will be located organizationally. Applicant must provide the rationale for the location of the project and explain that choice in terms of the project's visibility and access to decision-making levels, State and local resources and partnership opportunities.
7. Applicant must identify State and local agency personnel, any community representatives, current FYSB funded grantees and other youth service providers within the State or local jurisdiction which participated in proposal development.

#### **Approach to Finalizing the 4-Year Plan (months 10 – 12) (0 points)**

The following are declarations that must be made by an applicant. They will be reviewed by the grant review panel, but will not be scored.

1. Applicant must state its willingness to include representatives from each of its State, local and RHY collaborative partners in the negotiations with FYSB that will finalize the scope, directions and budget of the proposed implementation plan.
2. Applicant must state its willingness, upon reaching agreement on a final plan, to prepare a brief work plan and timeline for the activities and/or initiatives envisioned for first

implementation year and submit them to FYSB prior to the release of year 2 (first implementation year) funding.

**UPD REQUIREMENT FOR STAFF AND POSITION DATA:** Provide a biographical sketch for each key person appointed and a job description for each vacant key position. A biographical sketch will also be required for new key staff as appointed.

**EVALUATION CRITERIA FOR STAFF AND POSITION DATA (10 points):**

1. Applicant must demonstrate sufficient personnel resources and staff competence to assure that *planning phase activities* can be successfully carried out. To the extent possible, resumes and position descriptions for the State Youth Development Coordinator or Project Director as well as other proposed staff must be included in the proposal. Biographical sketches or resumes must indicate what position the individual will fill, and position descriptions must specifically describe the job as it relates to the proposed *planning phase* of the project.
2. Applicant must list any consultants, or key individuals who will work on the project, along with a brief description of the nature of their contribution and knowledge of and experience with youth development, youth issues and youth and family services and any familiarity with the Family and Youth Services Bureau and its grantees.

**UPD REQUIREMENT FOR ORGANIZATIONAL PROFILE:** Provide information on the applicant organization(s) and cooperating partners such as organizational charts, financial Statements, audit reports or Statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information.

Any nonprofit organization submitting an application must submit proof of its nonprofit status in its application at the time of submission. The nonprofit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in Section 501(c)(3) of the IRS code, or by providing a copy of the currently valid IRS tax exemption certificate, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

**EVALUATION CRITERIA FOR ORGANIZATIONAL PROFILE (10 points):**

1. Applicant must describe the organizational structure and experience of the State or Tribal agency which will principally undertake this project, providing a short description of the applicant agency's organization; the services it provides or functions it performs. If the agency is a recipient of funds from other program entities of the Administration on Children and Families (i.e., Family and Youth Services Bureau, Child Care Bureau, Children's Bureau, Office of Community Services, Administration for Native Americans, Office of Child Support Enforcement, Office of Family Assistance and/or Head Start Bureau) for programs other than are

being applied for in this application, discuss if those programs or departments receiving ACYF funds are expected to be collaborative partners in this initiative. Organizational charts may be provided.

2. Applicant must present a plan for working with FYSB Runaway and Homeless Youth program grantees in the planning process.

**UPD REQUIREMENT FOR BUDGET AND BUDGET JUSTIFICATION:** Provide line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The detailed budget must also include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs.

#### General

The following guidelines are for preparing the budget and budget justification. Both Federal and non-Federal resources shall be detailed and justified in the budget and narrative justification. For purposes of preparing the budget and budget justification, "Federal resources" refers only to the ACF grant for which you are applying. Non-Federal resources are all other Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s), and last column, total budget. The budget justification should be a narrative.

#### Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known. For each staff person, provide the title, time commitment to the project (in months), time commitment to the project (as a percentage or full-time equivalent), annual salary, grant salary, wage rates, etc. Do not include the costs of consultants or personnel costs of delegate agencies or of specific project(s) or businesses to be financed by the applicant.

#### Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

### Travel

Description: Costs of project-related travel by employees of the applicant organization (does not include costs of consultant travel).

Justification: For each trip, show the total number of traveler(s), travel destination, duration of trip, per diem, mileage allowances, if privately owned vehicles will be used, and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

### Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for the financial Statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy or section of its policy which includes the equipment definition.

### Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested.

### Contractual

Description: Costs of all contracts for services and goods except for those which belong under other categories such as equipment, supplies, construction, etc. Third-party evaluation contracts (if applicable) and contracts with secondary recipient organizations, including delegate agencies and specific project(s) or businesses to be financed by the applicant, should be included under this category.

**Justification:** All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceed the simplified acquisition threshold fixed at 41 USC 403(11) (currently set at \$100,000). Recipients might be required to make available to ACF pre-award review and procurement documents, such as request for proposals or invitations for bids, independent cost estimates, etc.

**Note:** Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

### Indirect Charges

**Description:** Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

**Justification:** An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, it should immediately upon notification that an award will be made, develop a tentative indirect cost rate proposal based on its most recently completed fiscal year in accordance with the principles set forth in the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. It should be noted that when an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as

direct costs to the grant. Also, if the applicant is requesting a rate which is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

### Program Income

**Description:** The estimated amount of income, if any, expected to be generated from this project.

**Justification:** Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application which contain this information.

### Non-Federal Resources

**Description:** Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application in order to be given credit in the review process. A detailed budget must be prepared for each funding source.

Total Direct Charges, Total Indirect Charges, Total Project Costs

Self-explanatory.

**EVALUATION CRITERIA FOR BUDGET AND BUDGET JUSTIFICATION (10 Points)**

1. Applicant must provide a proposed line item budget related to the types and quantities of activities to be implemented as discussed in the full project description for the first year (12 months) of the proposed project . The line items must be consistent with the Budget Categories listed on standard form 424A, Section B, i.e., personnel, fringe benefits, travel, equipment, supplies, contractual, other, total direct charges, indirect charges, and total budget. Non-Federal share must also be reflected among the same categories where appropriate.

***Note: Applicant should refer to the above UPD Requirement guidance when preparing the budget and narrative budget justification. Place the budget/ narrative budget justification after form 424A. These documents do not count against any page limitation.***

2. Applicant must include, in the proposed budgets, travel and per diem expenses for both the State and the local partnering Youth Development Coordinators or Project Directors to attend *one annual meeting* in Washington, D.C.

3. Applicant must describe the fiscal control that will be used to ensure the prudent use, proper disbursement and accurate accounting of funds received under this program announcement.

**PART III. APPLICATION PROCESS**

**A. General Information**

Applicants can direct general information questions about the program announcement requirements or application forms to: The Administration on Children, Youth and Families Operations Center, (Family and Youth Services Bureau Program Announcement), Educational Services, Inc., Attention: ACYF Operations Center, 1150 Connecticut Avenue, N.W., Suite 1100, Washington, DC 20036, Telephone: 1-800-351-2293, email: [FYSB@esilsg.org](mailto:FYSB@esilsg.org). General information about the program announcement can also be obtained from the FYSB Training and Technical Assistance Providers listed in Part V, Appendix C.

**B. Application Requirements**

To be considered for a grant, each application must be submitted on the forms provided in this announcement (Part V, Appendix E) and in accordance with the guidance provided below. The application must be signed by an individual authorized to act for the applicant agency and to



assume responsibility for the obligations imposed by terms and conditions of the grant award. If more than one agency is involved in submitting a single application, one entity must be identified as the applicant organization which will have legal responsibility for the grant.

### **C. Non-Profit Status**

Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in Section 501 (c) (3) of the IRS code or by providing a copy of the currently valid IRS tax exemption certificate, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciles.

### **D. Paperwork Reduction Act of 1995 (Public Law 104-13)**

Public reporting burden for this collection of information is estimated to average 20 hours per overall response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

The following information collections are included in the program announcement: The Uniform Project Description is approved under OMB control number 0970-0139, which expires 12/31/2003.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

### **E. Notification Under Executive Order 12372 - State Single Point of Contact (SPOC)**

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs", and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities". Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs. **(NOTE: State/territory participation in the intergovernmental review process does not signify applicant eligibility for financial assistance under a program. a potential applicant must meet the eligibility requirements of the program for which it is applying prior to submitting an application to its SPOC, if applicable, or to ACF.)**

As of January, 2003, of the most recent SPOC list, the following jurisdictions have elected not to participate in the Executive Order process. Applicants from these jurisdictions or for projects administered by federally-recognized Indian Tribes need take no action in regard to E.O. 12372: Alabama, Alaska, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, New York, Ohio, Oklahoma, Oregon, Palau, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia and Washington.

Although the jurisdictions listed above no longer participate in the process, entities which have met the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. All remaining jurisdictions participate in the Executive Order process and have established SPOCs. Applicants from participating jurisdictions should contact their SPOCs as soon as possible to alert them of the prospective applications and receive instructions. Applicants must submit any required material to the SPOCs as soon as possible so that the program office can obtain and review SPOC comments as part of the award process. The applicant must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a. Under 45 CFR 100.8(a)(2), *a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards.*

SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to: Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants and Audit Resolution, 370 L'Enfant Promenade, S.W., Mail Stop 6C-462, Washington, D.C. 20447. The official list, including addresses, of the jurisdictions elected to participate in E.O. 12372 can be found at <http://www.whitehouse.gov/omb/grants/spoc.html>. **NOTE: Inquiries about obtaining a Federal grant should not be sent to OMB.**

#### **F. Availability of Forms and Other Materials**

- A copy of the forms that must be submitted as part of each application for Runaway and Homeless Youth program grants and instructions for completing the application are provided in Part V, Appendix E.
- Legislation referenced in Part I, section B of this announcement may be found at <http://www.acf.hhs.gov/programs/fysb/grant.htm> (click on the link to "Missing, Exploited, and Runaway Children Protection Act").
- Additional copies of this announcement may be obtained by calling 1-800-351-2293. Many standard forms can also be downloaded and printed from the following ACF webpage: <http://www.acf.hhs.gov/programs/ofs/grants/form.htm>

#### **G. Application Review and Grant Award Process**

- All applications which are complete and conform to the requirements of this program announcement will be subject to a competitive review and evaluation against the specific competitive grant program criteria outlined in Part II of this announcement. This review will be conducted in Washington, D.C., by panels of non-Federal experts knowledgeable in the areas of runaway and homeless youth, youth development and human services. The overall panel review process is managed by Federal staff.
- Application review panels will assign a score to each application, identifying its strengths and weaknesses. Central and Regional Office staff will conduct administrative reviews of those applications within funding range. After all reviews have been completed, FYSB staff will recommend the application for funding to the Commissioner, ACYF. The Commissioner will make the final selection of the applications to be funded.
- The successful applicant will be notified through the issuance of a Financial Assistance Award document which will set forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided and the total project period for which support is contemplated.
- Organizations whose applications will not be funded will be notified in writing by the Administration on Children, Youth and Families.

#### **PART IV. APPLICATION CHECKLIST AND SUBMISSION INSTRUCTIONS**

Each application must contain the following items in the order listed:

**1. Application for Federal Assistance (Standard Form 424, REV 7-97):** Follow the instructions in Part V, Appendix E. In Item 8 of Form 424, check "New."

In Item 10 of the 424, clearly identify the Catalog of Federal Domestic Assistance (CFDA) Program title and number for the program for which funds are being requested:

<b>Program Title</b>	<b>CFDA Program Number</b>
Basic Center Program	93.623
Transitional Living Program	93.550
Street Outreach Program	93.557
Positive Youth Development State and Local Collaboration Demonstration Project	93.623

Additional information for completing item 13 "Proposed Project" start date on standard form 424: Fiscal year (FY) 2003 grants awarded September 30, 2003 start date is September 30,

2003; the start date is not October 1, 2003. October 1, 2003 is the first day of fiscal year 2004. For example, if you apply for a FY 2004 Transitional Living Program (TLP) grant, the start date cannot be September 30, 2003; it must be October 1, 2003 or another date within FY 2004.

*(Note: Applicants should refer to the eligibility requirement for each competitive area in the program announcement for further information on determining the correct start date of proposed program.)*

**2. Budget Information Form (Standard Form 424A, REV 7-97) and Budget Justification:**

To complete the SF 424A, follow the instructions in Part V, Appendix E.

- The budget justification includes a detailed budget and a narrative justification. Refer to the "Budget and Budget Justification" evaluation criteria in Part II for more guidance. The budget justification should be typed on standard size plain white paper. The detailed budget must include breakdowns for major budget categories. In the budget narrative, describe and justify all costs. List amounts and sources of all funds, both Federal and non-Federal, to be used for this project. *Note: Applicant should refer to the above UPD Requirement guidance when preparing the budget and narrative budget justification. Place the budget/ narrative budget justification after form 424A. These documents do not count against any page limitation.*
- Federal funds provided to States and services or other resources purchased with Federal funds may not be used to match project grants. (There may be certain exceptions for Tribes with "638" funding pursuant to Public Law 93-638, under which certain Federal grants may qualify as matching funds for other Federal grant programs, e.g., those which contribute to the purposes for which grants under section 638 were made.) *Applications which do not reflect the required percentage of non-Federal share will not be funded.*

**3. Assurances/Certifications:** Applicants requesting financial assistance for non-construction projects must file the Standard Form 424B, "Assurances: Non-Construction Programs." Applicants must sign and return the Standard Form 424B with their applications.

Applicants must provide a certification regarding lobbying when applying for an award in excess of \$100,000. Applicants must sign and return the certification with their applications.

Applicants must disclose lobbying activities on the Standard Form LLL when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form to report lobbying. Applicants must sign and return the disclosure form, if applicable, with their applications.

Applicants must make the appropriate certification of their compliance with the Drug-Free Workplace Act of 1988. *By signing and submitting the application, the applicant is providing the certification and need not mail back the certification with the applications.*

Applicants must make the appropriate certification that they are not presently debarred, suspended or otherwise ineligible for an award. ***By signing and submitting the application, the applicant is providing the certification need not mail back the certification with the applications.***

**4. Project Summary/Abstract (one page maximum):** Clearly mark this page with the applicant name as shown on item 5 of the SF 424 and the service area as shown in item 12 of the SF 424. Also, include telephone number and e-mail address. The summary description should not exceed 300 words.

Care should be taken to produce a summary which accurately and concisely reflects the proposed project. It should describe the objectives of the project, the approach to be used and the results and benefits expected.

**5. Project Description:** Describe the full project clearly in *40 pages or less* (not counting budget narrative justification, supplemental documentation, letters of support or summaries of agreements) using the outline and guidelines for each program area. ***Pages over the 40-page limit will not be reviewed.***

The pages of the project description must be numbered and are limited to 40 typed pages starting on page 1 of "Objectives and Need for Assistance". The description must be *double spaced, printed on only one side, with at least 1/2 inch margins*. Pages over the limit will be removed from the competition and will not be reviewed.

**6. Supplemental Documentation:** The maximum number of pages for supplemental documentation is *10 pages*. The supplemental documentation, subject to the 10-page limit, must be numbered and may include brief resumes and position descriptions, proof of non-profit status (if applicable), maps, organization charts, etc. Supplemental documentation over the 10-page limit will not be reviewed.

**7. Letters of Support and/or Letters of Agreement:** Applicants are encouraged to provide letters of support, if appropriate or applicable, in reference to the project description. *Letters of support and/or agreement are limited to 10.*

**8. Subgrant/Contractual Agreements:** Applicants should provide *brief* summaries of proposed subgrants or subcontractual agreements. Applicable agreements are those between the grantee and cooperating entities which support or complement the provision of mandated services to runaway and homeless youth as reflected in the project description. *Summaries of agreements are not counted as part of the 40-page project description limit, nor the 10-page supplemental documentation limit.*

**9. Application Submission:** To be considered for funding, each applicant must submit one signed original and two additional copies of the application, including all attachments, to the application receipt point specified above. ***The original copy of the application must have original signatures, signed in black ink.*** Each copy must be stapled (back and front) in the

upper left corner. The original and all copies of an application must be submitted in a single package.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, folded maps, brochures or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal government for review.

Date: \_\_\_\_\_

\_\_\_\_\_  
Joan E. Ohl  
Commissioner  
Administration on Children, Youth and Families

## **PART V. APPENDICES**

### **Appendix A. Basic Center Program Performance Standards**

#### **BASIC CENTER PROGRAM PERFORMANCE STANDARDS**

##### **I. BACKGROUND, PURPOSE, GOALS AND OBJECTIVES**

The Program Performance Standards established by the Family and Youth Services Bureau (FYSB) are *minimum standards* for its funded basic centers. They relate to the basic program components enumerated in Section 312 of the Runaway and Homeless Youth Act as reauthorized and as further detailed in Regulations and other guidance from FYSB governing the implementation of the Act. They address the methods and processes by which the needs of runaway and homeless youth and their families are being met, as opposed to the outcome of the services provided to the clients served. Nine of these standards relate to service components (outreach, individual intake process, temporary shelter, individual and group counseling, family counseling, service linkages, aftercare services, recreational programs, and case disposition), and six to administrative functions or activities (staffing and staff development, youth participation,

individual client files, reporting, ongoing project planning, and board of directors/advisory body).

Although fiscal management is not included as a program performance standard, it is viewed by FYSB as being an essential element in the operation of its funded projects. Therefore, as validation visits are made, the Regional ACF youth specialist and/or staff from the Office of Fiscal Operations will also review the project's financial management activities.

The standards are designed to serve as a developmental tool for use by the project staff and the Regional ACF staff specialists in identifying those services and administrative components of projects which require strengthening through internal action on the part of staff or through the provision of external technical assistance.

## **II. BASIC CENTER PROGRAM PERFORMANCE STANDARDS**

The following are the program performance standards applicable to funded basic centers:

### **1. OUTREACH**

The project shall conduct outreach efforts directed towards community agencies, youth and parents based on a written plan that takes diversity into consideration.

### **2. INDIVIDUAL INTAKE PROCESS**

The project shall conduct an individual intake process with each youth seeking services from the project. The individual intake process shall provide for:

- a. Direct access to project services on a 24-hour basis.
- b. The identification of the emergency service needs of each youth and the provision of the appropriate services either directly or through referrals to community agencies and individuals.
- c. An explanation of the services which are available and the requirements for participation, and the securing of a voluntary commitment from each youth to participate in project services prior to admitting the youth into the project.
- d. The recording of basic background information on each youth admitted into the project.
- e. The assignment of primary responsibility to one staff member for coordinating the services provided to each youth.
- f. The contact of the parent(s) or legal guardian of each youth provided temporary shelter within the timeframe established by State law or, in the absence of State requirements, preferably within 24 but within no more than 72 hours following the youth's admission into the project.

### **3. TEMPORARY SHELTER**

The project shall provide temporary shelter and food to each youth admitted into the project and requesting such services.

- a. Each facility in which temporary shelter is provided shall be in compliance with State and local licensing requirements.
- b. Each facility in which temporary shelter is provided shall accommodate at least 4 youth and no more than 20.
- c. Temporary shelter funded by the Basic Center program shall not be provided for a period exceeding 15 days during a youth's given stay at the project.
- d. Each facility in which temporary shelter is provided shall ensure nutritional needs are met as appropriate for individual youth.
- e. At least one adult shall be on the premises whenever youth are using the temporary shelter facility.
- f. The shelter shall maintain a ratio of staff to youth that is sufficient to ensure adequate supervision and treatment.

### **4. INDIVIDUAL AND GROUP COUNSELING**

The project shall provide individual and/or group counseling to each youth admitted into the project.

- a. Individual and/or group counseling shall be available daily to each youth admitted into the project on a temporary shelter basis and requesting such counseling.
- b. Individual and/or group counseling shall be available to each youth admitted into the project on a non-residential basis and requesting such counseling.
- c. The individual and/or group counseling shall be provided by qualified staff.

### **5. FAMILY COUNSELING**

The project shall make family counseling available to each parent or legal guardian and youth admitted into the project.

- a. Family counseling shall be provided to each parent or legal guardian and youth admitted into the project and requesting such services.
- b. The family counseling shall be provided by qualified staff.



## **6. SERVICE LINKAGES**

The project shall establish and maintain linkages with community agencies and individuals for the provision of those services which are required by youth and/or their families but which are not provided directly by the centers.

- a. Arrangements shall be made with community agencies and individuals for the provision of alternative living arrangements, medical services, psychological and/or psychiatric services, and the other assistance required by youth admitted into the project and/or by their families which are not provided directly by the project.
- b. Specific efforts shall be conducted by the project directed toward establishing working relationships with law enforcement and other juvenile justice system personnel.

## **7. RECREATIONAL PROGRAM**

The project shall provide a recreational/leisure time schedule of activities for youth admitted to the project for residential care.

## **8. CASE DISPOSITION**

The project shall determine, on an individual case basis, the disposition of each youth provided temporary shelter, and shall assure the safe arrival of each youth home or to an alternative living arrangement.

- a. To the extent feasible, the project shall provide for the active involvement of the youth, the parent(s) or legal guardian, and the staff in determining what living arrangement constitutes the best interest of each youth.
- b. The project shall assure the safe arrival of each youth home or to an alternative living arrangement, following the termination of the crisis services provided by the project, by arranging for the transportation of the youth if he/she will be residing within the area served by the project; or by arranging for the meeting and local transportation of the youth at his/her destination if he/she will be residing beyond the area served by the project.
- c. The project shall verify the arrival of each youth who is not accompanied home or to an alternative living arrangement by the parent(s) or legal guardian, project staff or other agency staff within 12 hours after his/her scheduled arrival at his/her destination.

## **9. AFTERCARE SERVICES**

The project shall provide for continuity of services to all youth served on a temporary shelter basis and/or their families following the termination of such temporary shelter both directly and through referrals to other agencies and individuals.

## **10. INDIVIDUAL CLIENT FILES**

The project shall maintain an individual file on each youth admitted into the project.

- a. The client file maintained on each youth should, at a minimum, include an intake form which minimally contains the basic background information needed by FYSB; counseling notations; information on the services provided both directly and through referrals to community agencies and individuals; disposition data; and, as applicable, any follow-up and evaluation data which are compiled by the center.
- b. The file on each client shall be maintained by the project in a secure place and shall not be disclosed without the written permission of the client and his/her parent(s) or legal guardian except to project staff, to the funding agency(ies) and its (their) contractor(s), and to a court involved in the disposition of criminal charges against the youth.

## **11. PERIODIC REPORTS TO THE SECRETARY, HHS**

The project shall meet its data reporting requirements via the Runaway and Homeless Youth Management Information System (RHYMIS) or in an approved form which RHYMIS can receive and shall submit reports as required by FYSB, including an annual report for the Secretary of HHS no later than 3 months after the end of each year in which federal RHY funds were received.

- a. The report to the Secretary shall include information regarding the activities carried out with RHY funds, the achievements of the project carried out by the applicant and statistical summaries describing the number and the characteristics of the runaway and homeless youth and youth at risk of family separation who participate in such project, and the services provided to such youth by such project, in the year for which the report is submitted.
- b. The project shall submit timely and complete program and financial reports, and data reports under RHYMIS requirements, according to the instructions of FYSB.

## **12. STAFFING AND STAFF DEVELOPMENT**

Each center is required to develop and maintain a plan for staffing and staff development.

- a. The project shall operate under an affirmative action plan.
- b. The project shall maintain a written staffing plan which indicates the number of paid and volunteer staff in each job category.

- c. The project shall maintain a written job description for each paid and volunteer staff function which describes both the major tasks to be performed and the qualifications required.
- d. The project shall provide training to all paid and volunteer staff (including youth) in both the procedures employed by the project and in specific skill areas as determined by the project.
- e. The project shall evaluate the performance of each paid and volunteer staff member on a regular basis.
- f. Case supervision sessions, involving relevant project staff, shall be conducted at least weekly to review current cases and the types of counseling and other services which are being provided.

### **13. YOUTH PARTICIPATION**

The center shall actively involve youth in the design and delivery of the services provided by the project.

- a. Youth shall be involved in the ongoing planning efforts conducted by the project.
- b. Youth shall be involved in the delivery of the services provided by the project.

### **14. ONGOING CENTER PLANNING**

The center shall develop a written plan at least annually.

- a. At least annually, the project shall review the crisis counseling, temporary shelter, and aftercare needs of the youth in the area served by the center and the existing services which are available to meet these needs.
- b. The project shall conduct an ongoing evaluation of the impact of its services on the youth and families it serves.
- c. At least annually, the project shall review and revise, as appropriate, its goals, objectives, and activities based upon the data generated through both the review of youth needs and existing services (13a) and the follow-up evaluations (13b).
- d. The project's planning process shall be open to all paid and volunteer staff, youth, and members of the Board of Directors and/or Advisory Body.

### **15. BOARD OF DIRECTORS/ADVISORY BODY (OPTIONAL)**

It is strongly recommended that the centers have a Board of Directors or Advisory Body.

- a. The membership of the project's Board of Directors or Advisory Body shall be composed of a representative cross-section of the community, including youth, parents, and agency representatives.
- b. Training shall be provided to the Board of Directors or Advisory Body designed to orient the members to the goals, objectives, and activities of the project.
- c. The Board of Directors or Advisory Body shall review and approve the overall goals, objectives, and activities of the project, including the written plan developed under standard 14.

## **Appendix B. Administration for Children and Families Regional Office Youth Contacts**

Region I: Bill Jackson, Administration for Children and Families  
John F. Kennedy Federal Building, Room 2011  
Boston, Massachusetts 02203  
(CT, MA, ME, NH, RI, VT)  
(617) 565-1118

Region II: Junius Scott, Administration for Children and Families  
26 Federal Plaza, Room 4114  
New York, NY 10278  
(NJ, NY, PR, VI)  
(212) 264-2890, Ext. 145

Region III: Dick Gilbert, Administration for Children and Families  
150 S. Independence Mall West, Suite 864  
Philadelphia, PA 19104-3499  
(DC, DE, MD, PA, VA, WV)  
(215) 861-4031

Region IV: Ruth Walker, Administration for Children and Families  
61 Forsyth Street, S.W., Suite 4M60  
Atlanta, GA 30303  
(AL, FL, GA, KY, MS, NC, SC, TN)  
(404) 562-2901

Region V: Carolyn Wilson-Hurey, Administration for Children and Families  
233 North Michigan Avenue, Suite 400  
Chicago, IL 60601  
(IL, IN, MI, MN, OH, WI)

(312) 353-9672

Region VI     Ralph Rogers, Administration for Children and Families  
1301 Young Street  
Dallas, TX 75202  
(AR, LA, NM, OK, TX)  
(214) 767-2977

Region VII:   Dale Scott, Administration for Children and Families  
Federal Office Building, Room 384  
601 East 12th Street  
Kansas City, MO 64106  
(IA, KS, MO, NE),  
(816) 426-5401, Ext. 181

Region VIII:   Al Martinez, Administration for Children and Families  
Federal Office Building  
1961 Stout Street, 9th Floor  
Denver, CO 80294  
(303) 844-1172  
(CO, MT, ND, SD, UT, WY),  
(303) 844-1167

Region IX     Deborah Oppenheim, Administration for Children and Families  
50 United Nations Plaza  
San Francisco, CA 94102  
(AZ, CA, HI, NV, American Samoa, Guam, Northern Mariana Islands,  
Marshall Islands, Federated States of Micronesia)  
(415) 437-8426

Region X     Steve Ice, Administration for Children and Families  
2201 Sixth Avenue, RX 32  
Seattle, WA 98121  
(AK, ID, OR, WA)  
(206) 615-2210

### **Appendix C. Training and Technical Assistance Providers**

The Family and Youth Services Bureau funds 10 regionally based organizations to provide training and technical assistance to programs funded under the Basic Center, Transitional Living and Street Outreach Programs, and to other agencies serving runaway and homeless youth.

Each of the training and technical assistance providers offers on-site consultations; regional, State and local conferences; information sharing and skill-based training.

For more information, contact the training and technical assistance provider in your region.

**REGION I**

**New England Network for Children, Youth and Family Services**

25 Stow Road

Boxboro, MA 01719

**Contact: Nancy Jackson**

(978) 266-1998

Fax (978) 266-1999

njackson@nenetwork.org

CT, MA, ME, NH, RI, VT

**REGION II**

**Empire State Coalition of Youth and Family Services**

121 - 6<sup>th</sup> Avenue, Room 507

New York, NY 10013-1505

**Contact: Margo Hirsch**

(212) 966-6477, Ext. 307

Fax (212) 226-6817

EMPIREST@empirestatecoalition.org

NJ, NY, PR, VI

**REGION III**

**Mid-Atlantic Network of Youth and Family Services**

135 Cumberland Road, Suite 201

Pittsburgh, PA 15237

**Contact: Nancy Johnson**

(412) 366-6562

Fax (412) 366-5407

Nancy@MANYNET.org

DC, DE, MD, PA, VA, WV

**REGION IV**

**Southeastern Network of Youth and Family Services**

3780 C Via Del Rey

Bonita Springs, FL 34134

**Contact: Sherry Allen**

(941) 949-4414, Ext. 14

Fax (941) 949-4911

sherryallen@senetwork.org

AL, FL, GA, KY, MS, NC, SC, TN

**REGION V**

**Youth Network Council**

200 North Michigan Avenue, Suite 400

Chicago, IL 60601

**Contact: Denis Murstein**

(312) 704-1257

Fax (312) 704-1265

Murstein@youthnetworkcouncil.org

IL, IN, MI, MN, OH, WI

#### REGION VI

**Southwest Network of Youth Services, Inc.**

2525 Wallingwood Drive, Suite 1503

Austin, TX 78746

**Contact: Theresa Tod**

(512) 328-6860

Fax (512) 328-6863

TTOD@TNOYS.org

AR, LA, NM, OK, TX

#### REGION VII

**M.I.N.K Youth Services Network**

9082 Parkhill

Lenexa, KS 66215

**Contact: Shirley Dwyer**

(913) 888-8992

Fax (913) 888-5774

MINKNET@aol.com

IA, KS, MO, NE

#### REGION VIII

**Mountain Plains Network for Youth**

410 E. Thayer Avenue

Bismarck, ND 58501

**Contact: Linda Garding**

(701) 255-0848

Fax (701) 355-0721

MTNPLAINS@aol.com

CO, MT, ND, SD, UT, WY

#### REGION IX

**Western States Youth Services Network**

1309 Ross Street, Suite B

Petaluma, CA 94954

**Contact: Nancy Fastenau**

(707) 763-2213

Fax (707) 763-2704

wsysn@aol.com

AZ, CA, HI, NV, AS, GU, NMI, MI, MICRONESIA

REGION X

**Northwest Network for Youth**

603 Stewart Street, Suite 609

Seattle, WA 98101

**Contact: Gary Hammons**

(206) 628-3760

Fax (206) 628-3746

Gary@nwny.org

AK, ID, OR, WA



**Appendix D: Table of Basic Center Program Allocations by State**  
**FY 2003 BASIC CENTER PROGRAM: ALLOCATION BY STATE**

	<u><b>Continuations</b></u>	<u><b>New Starts</b></u>	<u><b>Totals</b></u>
<b><u>Region I</u></b>			
Connecticut	440,249	38,841	479,090
Maine	113,294	69,631	182,925
Massachusetts	516,681	380,892	897,573
New Hampshire	180,579	6,701	187,280
Rhode Island	0	148,082	148,082
Vermont	100,000	0	100,000
<b>Region I Total</b>	<b>1,350,803</b>	<b>644,147</b>	<b>1,994,950</b>
<b><u>Region II</u></b>			
New Jersey	736,221	483,282	1,219,503
New York	3,198,884	0	3,198,884
Puerto Rico	200,000	215,118	415,118
Virgin Islands	0	45,000	45,000
<b>Region II Total</b>	<b>4,135,105</b>	<b>743,400</b>	<b>4,878,505</b>
<b><u>Region III</u></b>			
Delaware	81,072	32,167	113,239
District of Columbia	62,500	37,500	100,000
Maryland	0	783,966	783,966
Pennsylvania	1,020,595	721,553	1,742,148
Virginia	745,175	256,560	1,001,735
West Virginia	246,172	0	246,172
<b>Region III Total</b>	<b>2,155,514</b>	<b>1,831,746</b>	<b>3,987,260</b>
<b><u>Region IV</u></b>			
Alabama	184,900	468,405	653,305
Florida	1,602,189	531,942	2,134,131
Georgia	976,543	286,514	1,263,057
Kentucky	200,000	366,198	566,198
Mississippi	350,000	85,537	435,537
North Carolina	637,067	495,329	1,132,396
South Carolina	178,906	387,292	566,198
Tennessee	533,981	249,985	783,966
<b>Region IV Total</b>	<b>4,663,586</b>	<b>2,871,202</b>	<b>7,534,788</b>

	<u>Continuations</u>	<u>New Starts</u>	<u>Totals</u>
<b><u>Region V</u></b>			
Illinois	1,158,441	714,368	1,872,809
Indiana	893,839	20,788	914,627
Michigan	1,485,033	39,346	1,524,379
Minnesota	965,272	0	965,272
Ohio	1,000,632	697,962	1,698,594
Wisconsin	558,705	225,261	783,966
<b>Region V Total</b>	<b>6,061,922</b>	<b>1,697,725</b>	<b>7,759,647</b>
<b><u>Region VI</u></b>			
Arkansas	99,624	301,070	400,694
Louisiana	426,267	270,592	696,859
New Mexico	275,071	25,449	300,520
Oklahoma	643,907	0	643,907
Texas	2,795,959	601,229	3,397,188
<b>Region VI Total</b>	<b>4,240,828</b>	<b>1,198,340</b>	<b>5,439,168</b>
<b><u>Region VII</u></b>			
Iowa	274,896	160,641	435,537
Kansas	375,032	43,083	418,115
Missouri	375,106	452,414	827,520
Nebraska	293,009	0	293,009
<b>Region VII Total</b>	<b>1,318,043</b>	<b>656,138</b>	<b>1,974,181</b>
<b><u>Region VIII</u></b>			
Colorado	494,928	114,823	609,751
Montana	138,016	1,355	139,371
North Dakota	102,500	0	102,500
South Dakota	95,000	26,950	121,950
Utah	415,000	0	415,000
Wyoming	118,000	0	118,000
<b>Region VIII Total</b>	<b>1,363,444</b>	<b>143,128</b>	<b>1,506,572</b>
<b><u>Region IX</u></b>			
American Samoa	0	45,000	45,000
Arizona	400,265	383,701	783,966
California	3,882,561	1,561,651	5,444,212
Guam	45,000	0	45,000
Hawaii	0	174,214	174,214
Northern Marianas	0	45,000	45,000
Nevada	119,931	171,878	291,809
<b>Region IX Total</b>	<b>4,447,757</b>	<b>2,381,444</b>	<b>6,829,201</b>

<b><u>Region X</u></b>	<b><u>Continuations</u></b>	<b><u>New Starts</u></b>	<b><u>Totals</u></b>
Alaska	271,935	0	271,935
Idaho	209,507	8,261	217,768
Oregon	389,643	89,447	479,090
Washington	804,842	66,232	871,074
<b>Region X Total</b>	<b>1,675,927</b>	<b>163,940</b>	<b>1,839,867</b>
 <b>FY 2003 BCP TOTAL</b>	 <b>31,412,829</b>	 <b>12,331,120</b>	 <b>43,744,049</b>

**NOTE: Agencies in the States where zero (\$ -0-) funding is reflected on the BCP Table of Allocation are highly encouraged to apply for grant funding in the event that additional funding becomes available.**

## **Appendix E**

### **Application Forms, Assurances and Certifications**

**Administration for Children, Youth, and Families**  
**U.S. Department of Health and Human Services**

**CERTIFICATION REGARDING LOBBYING**

**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Statement for Loan Guarantees and Loan Insurance**

The undersigned States, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this Statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the

required Statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Signature

Date\_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

**Administration for Children, Youth, and Families**  
**U.S. Department of Health and Human Services**

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

**Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)**

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

### **Certification Regarding Drug-Free Workplace Requirements**

#### **Alternate I. (Grantees Other Than Individuals)**

The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a Statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about -- (1) The dangers of drug abuse in the workplace; (2) The grantee's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the Statement required by paragraph (a);

(d) Notifying the employee in the Statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -- (1) Abide by the terms of the Statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;



(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted -- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, State, zip code)

.....  
.....

Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

**Administration for Children, Youth, and Families  
U.S. Department of Health and Human Services**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER  
RESPONSIBILITY MATTERS**

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary  
Covered Transactions**

**Instructions for Certification**

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will

include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

\* \* \* \* \*

#### Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false Statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

## Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

### Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a

covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

\* \* \* \* \*

#### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Administration for Children, Youth, and Families**  
**U.S. Department of Health and Human Services**

**CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

.....  
Signature

.....  
Title

.....  
Organization